

**Welcome to the HR self service, where employees may view their W-2s and update their Direct Deposit information on MyQ!**

**\*Instructions are included in the links below.\***

**Important Points to Remember**

- You must **opt in** to access your past three years of W-2s electronically by **giving consent**.
  - After doing so, it will no longer be necessary to request a duplicate of your W-2 form through HR.
  - You will no longer be receiving a paper copy of your W-2 in the mail.
- Once consent is given, it carries forward each year and does not need to be repeated.
- W-2s contain confidential information – make sure to take precautions when viewing or printing these documents.
- Your 1095-C information is still available **only** on the B-Swift portal.
- The Banking Information Section allows you to view and edit your current direct deposit information.
- Please click below for details on the following:
  - [Electronic W-2 Content Disclosures](#)
  - [W-2 Self Service Instructions](#)
  - [Direct Deposit Instructions](#)

**\*You are not required to receive your W-2 form electronically.\***

- If you do not opt in, your W-2 will be mailed to your current address (on record in the Office of Human Resources) through the United States Postal Service no later than January 31<sup>st</sup>.