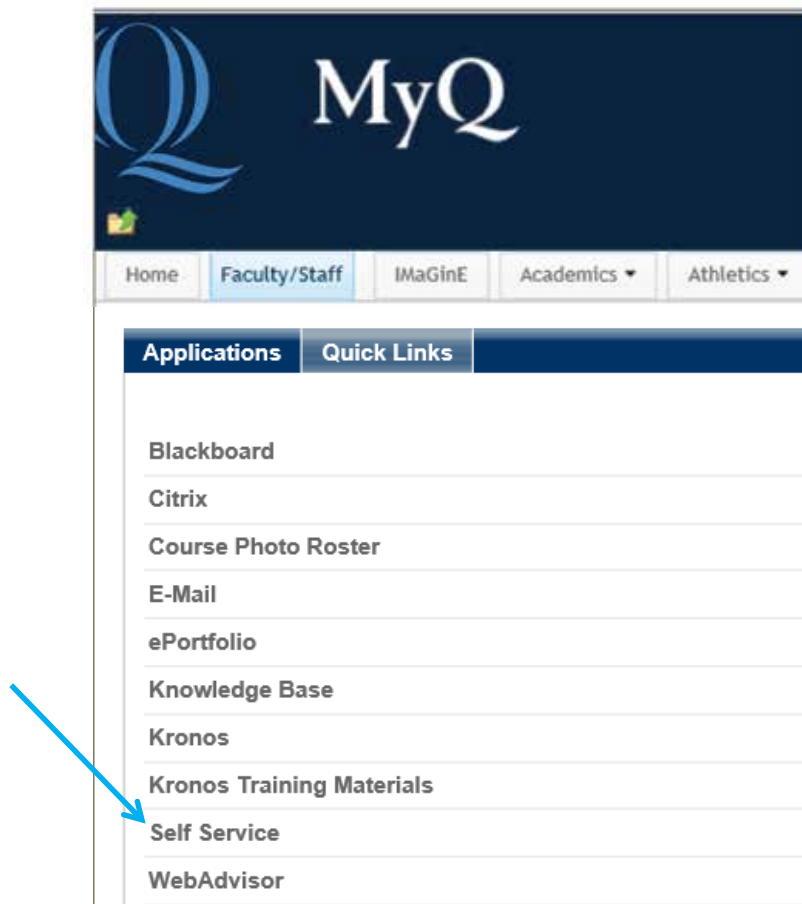


QUINNIPIAC EMPLOYEE SELF-SERVICE

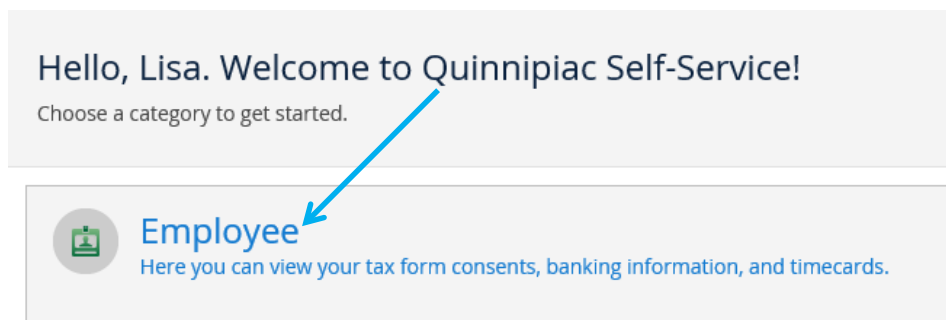
Instructions to Opt In to Receive Form W-2 Electronically and to Print Form W-2

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given it carries forward each year and does not need to be repeated. Steps to opt in are:

1. Click the link: <https://myq.quinnipiac.edu>
2. Select Self-Service under Quick Links



3. Select Employee



4. Sign-in using network username and password


Sign in


Enter your user name and password to sign in.


| Password


5. Select W-2 Information

Welcome to Quinnipiac Employee Self-Service!

 2016 1095-C forms for benefit eligible employees will be available on the bswift portal by the end of February. Per the IRS, this form is not required when filing your 2016 tax return.
[View your statements or change your electronic consent](#)

 1098 Information
[View your statements or change your electronic consent](#)

 **W-2 Information**
[View your statements or change your electronic consent](#)



6. Select the first option (Receive my W-2 only in electronic format) and save

Tax Information

1095-C information for employees eligible for health insurance is available on the bswift benefits online portal. **W-2 Information**

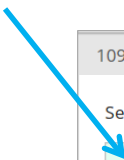
Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.



You will then see Electronic W-2 Consent History indicating the date and time your consent was given

Tax Information

W-2 Information

2016 1095-C forms for benefit eligible employees will be available on the bswift portal by the end of February. Per the IRS, this form is not required when filing your 2016 tax return

1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

i Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation
2016	2016 W-2 Statement

Electronic W-2 Consent History

Date	Consent Status
4/4/2016 12:10:51 PM	Consent Given

Annual email notifications alerting you that new W-2's are available on Quinnipiac Self-Service will be provided.

View and print your W-2 by following these easy steps:

1. Select W-2 Information

Welcome to Quinnipiac Employee Self-Service!

2016 1095-C forms for benefit eligible employees will be available on the bswift portal by the end of February. Per the IRS, this form is not required when filing your 2016 tax return.
[View your statements or change your electronic consent](#)

1098 Information
[View your statements or change your electronic consent](#)

W-2 Information
[View your statements or change your electronic consent](#)

2. Select the W-2 Tax Year you would like to print

Tax Information

W-2 Information

2016 1095-C forms for benefit eligible employees will be available on the bswift portal by the end of February. Per the IRS, this form is not required when filing your 2016 tax return

1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

i Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

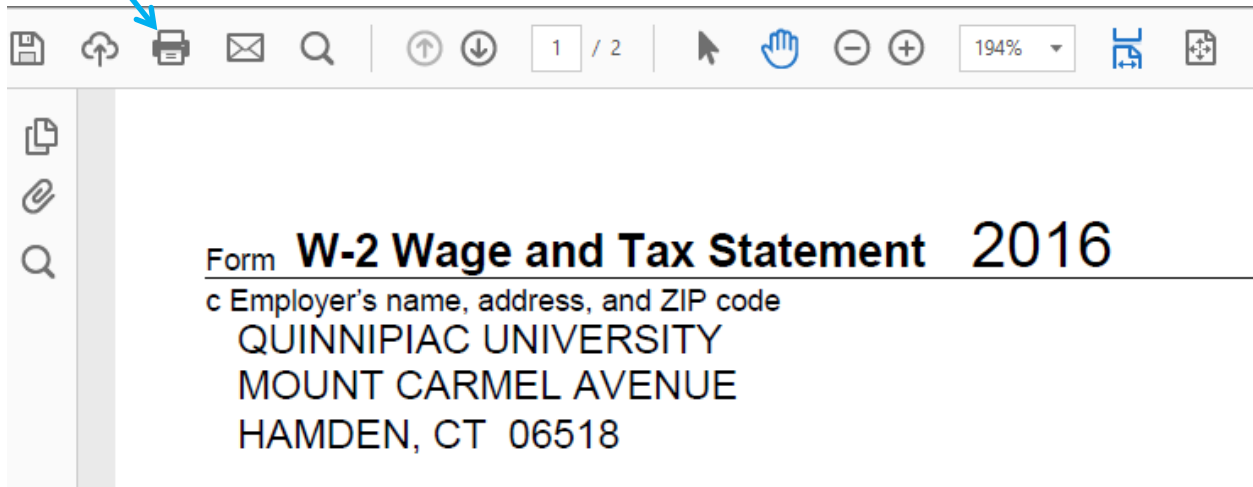
W-2 Statements

Tax Year	Notation
2016	2016 W-2 Statement

Electronic W-2 Consent History

Date	Consent Status
4/4/2016 12:10:51 PM	Consent Given

3. To Print W-2, Click on the print icon at the top of the screen



Important Reminders

- These documents contain your social security number, which you will want to protect to help prevent identity theft. Employees are advised to NOT leave their computer screen unattended when viewing W-2 forms. Also, be sure to retrieve the printed copy promptly if routed to a network printer shared by others.
- It will no longer be necessary for current employees to request a duplicate W-2 form. Access to 2016 W-2's, as well as prior years through 2014, will be available through Self-Service as long as the employee is actively employed by Quinnipiac University. Employees who have separated from Quinnipiac University will have to request duplicate W-2 forms from the Payroll Department.

Disclosure Notices

- An employee who consents to receiving the Form W-2 electronically will not receive a paper copy. If an employee does not consent, Payroll will mail the W-2, using the US Postal Service, to the current address on record no later than January 31st.
- Payroll will mail form W-2, using the US Postal Service, to the current address on record of those employees who have separated from Quinnipiac University.
- The entire disclosure notice is located on MyQ>Human Resources>Documents and Forms>Payroll Forms>W2 Electronic Consent.