

WESTERN CAROLINA UNIVERSITY

HR/PAYROLL

REVOKE CONSENT FOR ONLINE DELIVERY OF IRS FORM W-2

Banner ID Number

Employee Last Name

Employee First Name

I, the above named employee, hereby withdraw my consent to receive IRS Form W-2 electronically through myWCU. By cancelling my enrollment and withdrawing my consent, I will not receive online delivery of my original W-2 through myWCU. If I change my mind, I can always re-enroll for online delivery at a later date. This withdrawal will not affect my ability to get reprints online when available.

I want to cancel my enrollment and withdraw my consent to receive my original Form W-2 online through myWCU. I understand and agree that if I confirm this request, I will not receive my original Form W-2 in an electronic format. I will receive a paper Form W-2 mailed to my current address through normal delivery of the U.S. Postal Service. Withdrawal of consent does not remove my consent to receive other tax forms electronically.

---

Employee Signature

Date of Signature

Please mail this request to the address listed below. HR/Payroll will revoke your access to view IRS Form W-2 electronically through myWCU upon acceptance of this request. The staff member responsible for the acceptance will return a signed copy of this form to you at your employee home address on file with Western Carolina University and will indicate the date the revocation of electronic consent took effect. Please review your employee home address for accuracy prior to the submission of this form by visiting myWCU, Personal Services, View Address(es) and Phone(s). If you need to update your address, please complete a change of address form <http://www.wcu.edu/discover/campus-services-and-operations/human-resources-and-payroll/> and submit it to the HR/Payroll Office.

Revoke in effect as of: \_\_\_\_\_

---

Printed Name and Signature of HR/Payroll Representative

Western Carolina University

HR/Payroll  
220 HR Robinson  
Cullowhee, NC 28723