University employees (including student employees) can elect how they want to receive their W2 forms (electronically or by US mail) by completing W2 Delivery Preference in UNI Employee Self Service or UNI Student Employee Self Service.

Once you have chosen to receive your W2 form electronically, it will be provided that way each year, until you change your delivery preference through UNI Self Service or provide Payroll with a written request or terminate your employment with the University. You may change your delivery preference at any time except during a 2 or 3 days lockout period during W-2 processing.

If you need a paper copy of your W2 form, you may contact payroll@uni.edu or call 273-2656 or 273-6425 and one will be provided to you.

If you don't choose electronic delivery, your W2 form will be mailed to the address on file. Make sure that information is up to date as well. If you need to make changes to your mailing address, you can make updates through MyUNIverse – Update My Personal Information – “Update my personal information” and click on the Home Address tab. Make the necessary changes and save. If you’d prefer to make these changes in person, faculty and staff can do so at Human Resource Services (Gil 027) and students should stop by the Registrar’s Office (Gil 115) with your current information.

**W2 Delivery preference**

To provide consent to receive your W2 form electronically you can enter your preference in UNI Employee Self Service (directions below) or you can send a written consent via email or campus mail (Payroll mail code 0008) stating you would like electronic W2 delivery.

1) Open a browser and go to the UNI home page: [www.uni.edu](http://www.uni.edu).

2) Select MyUNIverse on the UNI home page.

3) Login to MyUNIverse.
4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.

5) Enter your e-Business username and password.

6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).

7) Click on W2 Delivery Preference.
Quick Reference Guide
Changing W2 Delivery Preference in Employee Self Service
In MyUNIverse

For questions, please contact the Payroll Office at 319-273-2656.
Created 11/6/14 by AS

8) **IF** No results found is listed under Select Status and Online is blank click on Add a Row under the heading W2 Delivery Preference. Proceed to step 10.

9) **IF** Online says No click on Update under the heading W2 Delivery Preference. Proceed to step 10.
10) Click in the drop down box next to Online option and select Yes. This gives UNI permission to deliver your W2 electronically and stop mailing a paper copy. You will be allowed to change this setting at any time except early to late January each year.

11) Click the Review for Submission button.

12) The following screen will appear showing the changes you have requested. Click Review All Content for Submission button.

13) Review your selections under the Proposed column and click Submit to apply the changes as seen below.
14) After clicking Submit button a confirmation screen will appear.

15) Click Home.

If you experience difficulty making updates using these instructions, you may send a written consent via email to payroll@uni.edu stating you would like to make this change. Written consents may also be sent to 0008 - Payroll. Your written request for changes will be confirmed with you by Payroll staff when they have been made.