Form W-2 On-line Consent Notice

Florida International University employees may elect to receive their Form W-2 Wage and Tax Statement electronically using Employee-Self Service through the PantherSoft HR system, as an alternative to the traditional paper form.

Advantages of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 Tax and Wage Statement
- Accessibility to the electronic Form W-2 Wage and Tax Statement from anywhere the employee has access to a computer
- The paper Form W-2 Wage and Tax Statement will not be lost, delayed or misplaced
- Access the form securely through myFIU Employee Portal

In order to receive the Form W-2 on-line, employees must consent to view their Form W-2 Wage and Tax Statements in electronic format by completing the following steps:

- Access myFIU Employee Portal (https://my.fiu.edu/)
- Login using MyAccount credentials
- Click the Employee tab
- Select Human Resources Self Service, Employee Self Service
- Under Payroll and Compensation, click "W-2 /W-2c Consent" link
- Read the Electronic W-2 Consent Statement, check the "Consent to receive W-2 electronically" check box
- Click the submit button

Employees who consent to receive their Form W-2 Wage and Tax Statement on-line will not receive a paper copy of the form. If an employee does not consent, he/she will continue to receive a paper copy of the Form W-2 which will be mailed to their mailing/home address on record in the PantherSoft HR system.

For any additional questions, please contact the Human Resources Service Center at (305) 348-2181.