

## **MAKE SURE YOU RECEIVE YOUR W-2 FORM!**

### **There are 2 options for receiving your W-2:**

- **Electronic option.** On-line viewing of your W-2 through Ursa with no paper copy mailed to you. Enter online consent through Ursa for this option.
- **Paper copy mailed to you.** A residence address is required for W-2 forms. Verify/Update your address through Ursa. Your W-2 form will be mailed to one of these address types, in this order:
  - Local Mailing Address
  - Permanent Address
  - Diploma Mailing Address

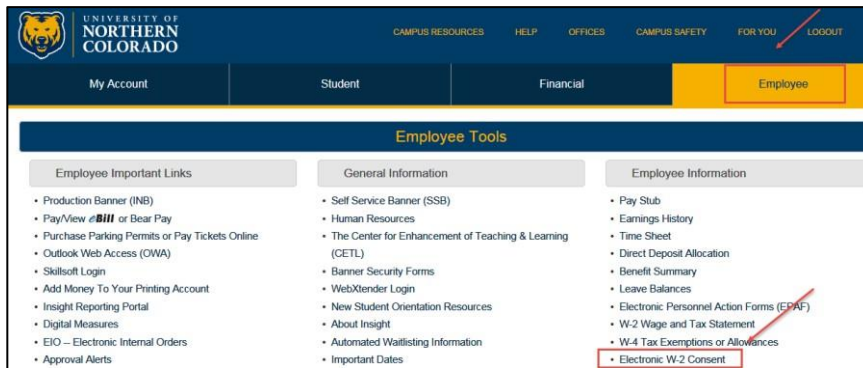
**Faculty and Staff - follow the steps on Page 2**  
**Student Employees – follow the steps on Page 3**

**Enter address update/electronic consent by January 9<sup>th</sup>.**

**If you have any questions, please call the Payroll office at 970-351-2705.**  
**W-2 forms will be available no later than January 31.**

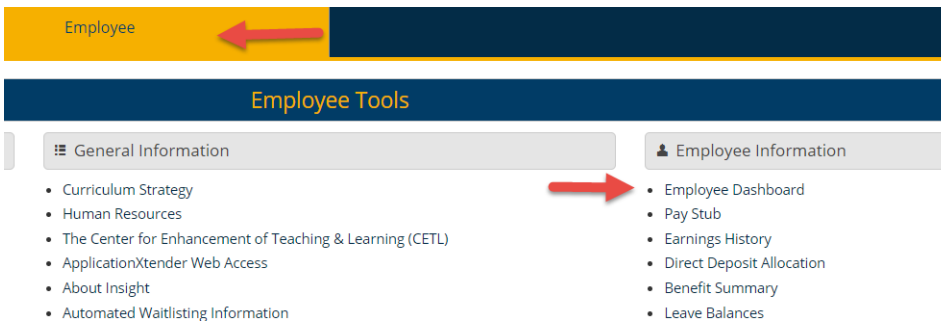
## Page 2 - Faculty and Staff - Receive your W-2 Electronically:

Under the Employee tab, click on the link for “Electronic W-2 Consent.” Click the box for “My Choice to Consent to receive W-2 electronically” and click the Submit button.



## Faculty and Staff - Verify/Update Your Address for a Paper W-2 Form:

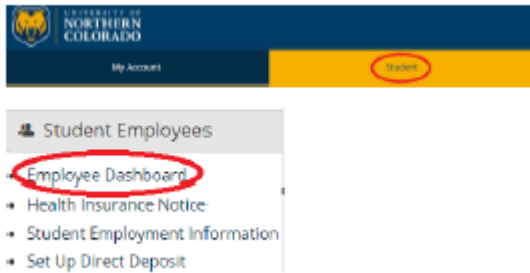
1. Sign into Ursa using your “firstname.lastname” login.  
Click on the Employees Tools tab and under Employee Information, click on Employee Dashboard.



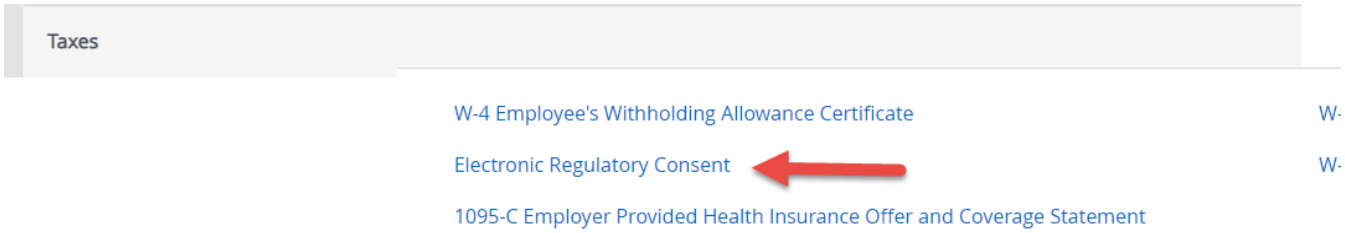
2. Click on “My Profile” under your name.
3. Click on the Pencil Icon to the right of the Address information.
  - Edit your Mailing address and click “Update” upon completion.

### Page 3 - Student Employees - Receive your W-2 Electronically:

1. Under the Student tab, Student Employees information, click on the link to “Dashboard.”  
Employees section, then the blue Enter T

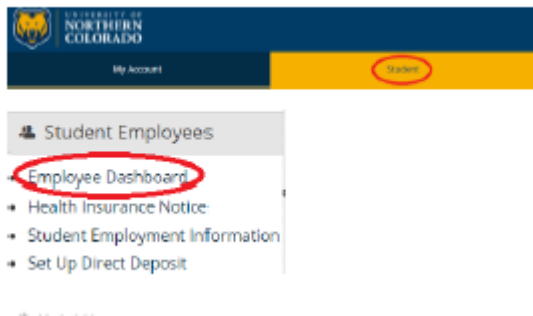


2. Under Pay Information click on TAXES and then Electronic Regulatory Consent



### Student Employees - Verify/Update Your Address for a Paper W-2 Form:

1. Sign into Ursa using your Student login. Click on the Employee Dashboard  
Employees section, then the blue Enter T



To update your address for W-2 mailing

2. Click on “My Profile” under your name.
3. Click on the Pencil Icon to the right of the Address information.
  - Edit your Mailing address and click “Update” upon completion.