



All UNO faculty, staff, and student workers have the opportunity to sign up for electronic delivery of their W-2 form online through Firefly. The electronic option lowers cost and processing time, and gives you access to these forms sooner. Interested? Follow these three simple steps:



**Log in to Firefly and in Employee Self Service, select
W-2 & W-4 Tax Forms**



**Follow the instructions and then click
Enroll for W-2 Online Delivery**



**Review the Terms and Conditions before clicking
Agree and Save**

Once subscribed you will receive a confirmation letting you know you're signed up for online delivery of this important tax document. You will receive an email in January notifying you when this document is available to complete your 2018 taxes.

Please note, if you are planning to be on "Employment Pause" during the spring 2019 semester you will not be able to access your online W-2 via Firefly. Your W-2 will be mailed to you from Central Administration in Lincoln once they are available.

If you will be receiving a hard copy of your W-2 via the U.S. mail, please verify that your mailing address is correct in Firefly.

QUESTIONS? Contact UNO Human Resources at unohr@unomaha.edu or by calling [402.554.2321](tel:402.554.2321).