***Access these easy steps to sign up for electronic W-2s****:*

Step 1: Go to [Norse Hub](https://norsehub.luther.edu/)

         Click on the button for *Students, Faculty, and Staff*

         Choose *Tax Information*

Step 2: Read and choose one of the options and hit submit.

         The first option is to receive your W-2 electronically.

         The second option is to have your W-2 mailed to you.

***How will I know when I can print my electronic W-2?***

         You will receive an email notification in January when your W-2 is ready to print.

         If you’re a current student and have given permission for another person to receive financial information, that person should also be able to view and print your W-2.

         If you withhold your consent to the electronic format before electronic W-2’s have been issued, your paper copy will be mailed to you by the end of January.

         If you consent to receiving your W-2 electronically after paper W-2’s have been printed, you will still be able to view and print your W-2 from [Norse Hub](https://norsehub.luther.edu/) as soon as you consent.

         If W-2’s have already been issued and you need a paper copy, the quickest way to receive your W-2 will be to log on to [Norse Hub](https://norsehub.luther.edu/) and print your W-2.

         If you choose not to or cannot print your W-2 from [Norse Hub](https://norsehub.luther.edu/), please fill out and return “Request a Paper Copy of W-2” form available on the Human Resources website.

         If you terminate employment with Luther, you will no longer be able to view your W-2 on [Norse Hub](https://norsehub.luther.edu/).  A paper copy will be mailed to you instead.

         Current students and recent alumni [[ANB1]](https://mail.google.com/mail/u/0/%22%20%5Cl%20%22m_793430610401396918_m_2611663960604150016_m_-8527904744850180724__msocom_1) retain access to [Norse Hub](https://norsehub.luther.edu/) even if they are no longer working for Luther. Alumni retain access until the November of the year following their last pay date.

         If you need to change the address to which your W-2 will be mailed, please fill out and return the “Request a Paper Copy of W-2” form.

         If you can’t remember your Norsekey and/or password to log on to [Norse Hub](https://norsehub.luther.edu/), please call the Technology Help Desk at 563-387-1000.

If you have problems or questions, call the Payroll Office at 563-387-1135.

Remember, the electronic option is the sustainable option!