Printing an ‘IRS-Accepted’ copy of your W-2

If you would like to get a copy of your W-2 that is acceptable to the Internal Revenue Service, please follow the instructions listed below:

1. Log on to the Gateway
2. Select the Banner Self-Service Tab
3. Select ‘Employee Information’ from the menu.
4. Select ‘Tax Forms’
5. Select ‘W-2 Year End Earnings Statement’
6. Select the Tax year that you wish to access from the drop-down box.
7. Click on ‘Display’
8. Scroll down and click on the ‘Print’ Box
9. Right click on the W-2
10. Select ‘Print’ from the drop-down menu that appears
11. Select the Printer that you wish to use.
12. Click on ‘Print’