

## **Engage the World**

## DICKINSON COLLEGE

## 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"