Electronic W-2 Instructions

Chicago State University employees may elect to receive their W-2 statement online through Banner Web Employee Self-Service system. Federal Regulations require that employees give their consent to receive the W-2 in an electronic format. Once consent is given, it carries forward each year and does not need to be repeated.

The **process for giving consent to receive the electronic W-2** is as follows:

1.	Log on to Banner Web for Employee Self-Service:	https://ssb.csu.edu/PROD/twbkwbis.P_WWWLogin
2.	Select Employee Menu	View benefits/deductions. Job data, paystubs, W2 and W4 data.
3.	Select <i>Tax Forms</i>	Tax Forms View w-4 information; view your W-2 Form.
4.	Click W-2 Year End Earnings Statement	W-2 Year End Earnings Statement
5.	Select the Tax Year	Please choose the Tax Year and Employer/Institution for the W-2 Tax Year: Employer or Institution: Chicago State University Display
6.	Click OK for the <i>Electronic W-2 Consent</i>	Please provide your consent to receive your Electronic W-2.
7.	Click the My Choice box giving your consent to receive your W-2 statement online.	Electronic W-2 Consent Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent. By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 to a Federal, State, or local income tax return. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not 4 this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payro A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employe Human Resources or Payroll office. Selection Criteria My Choice Consent to receive W-2 electronically: Cunderstand the instructions provided to me for accessing and printing my electronic W-2 form.
8.	Click Submit	Submit

Chicago State University Office of Human Resourc

How to View & Print Electronic W-2

The process to view and print the electronic W-2 is as follows:

Once you have logged into Banner Web Employee Self-Service

- 1. Select *Employee Menu*
- 2. Select Tax Forms
- 3. Click on *W-2 Year End Earnings Statement*
- 4. Select the appropriate *Tax Year* to View
- 5. Click *Display*
- 6. To create Federal and State acceptable copies of your W-2, use the Printable W-2 button at the bottom of the page.
- 7. You will be prompted to enter your PIN to display your W-2 for printing.
 Print W-2 Verification
 There your PIN and select Submit to obtain a printable form W-2.

Enter yo	our PIN	and s	elect	Submit	to	obtain	а	printable	form	w-:
IN:										
Submit										

8. Click *Submit* button

