

ACCESS W2 TAX STATEMENT

- ◆ LOG INTO EMPLOYEE SELF SERVICE AT MY.OREGONSTATE.EDU
- ◆ CHOOSE “EMPLOYEE DASHBOARD”



- ◆ SEARCH FOR W2



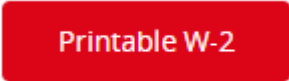
- ◆ SELECT THE TAX YEAR
- ◆ CLICK “DISPLAY”

Tax Year:

Employer or Institution:

YOU WILL BE TAKEN TO A PAGE SHOWING YOUR W2 TAX STATEMENT DETAILS

- ◆ SCROLL DOWN TO THE BOTTOM OF THE PAGE TO PRINT THE W2



YOU CAN USE AS MANY COPIES OF THIS VERSION AS NEEDED FOR YOUR TAX FILING

IRS W2 INSTRUCTIONS

USE THE LINK AT THE TOP OF THE W2 STATEMENT PAGE TO ACCESS THE W2 INSTRUCTIONS

Select the Print button to print W-2 statement (for tax years 2015 forward.) You may need to print multiple copies for submission to federal, state, and local entities. Click on Help Text for information on how to print an approved format for different web browsers. Use this link [IRS W-2 Instructions](#) to view information about this form.



Instructions for Employee

(See also *Notice to Employee* on the back of Copy B.)

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals



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