**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”

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.

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.