

PRINTING YOUR OWN W-2 BEGINNING WITH THE TAX YEAR **2006**

Go to the PLU website: www.plu.edu

Choose either “Faculty & Staff” or “Current Students”

Next click on “eResources” and then “Banner Systems”

Next click on “Enter Secure Area” (Banner Web)

Enter your eight digit PLU assigned ID Number. If you cannot remember it, your Social Security Number will also work.

Enter your pin (if you have never gone into the web, use your birth date using the format mmddyy). If you had previously set up your pin and cannot remember it, you are given the opportunity to answer the question you created when you first set up your pin. If you cannot remember your pin or answer, you will have to have your pin reset. If you are or were on Staff Payroll, please call the Human Resource Office at 253-535-7185. If you are or were on Student Payroll, call the Registrar’s Office at 253-535-7131.

Next, click “Employee Services”

Begin by selecting “Tax Forms.” Next select “W2 year end Earnings Statement.” You will have a drop down box to choose the year. Beginning with the 2006 form, the Banner web product will be an official document that may be used for filing your tax return.

Once you have your 2007 W2 in view, scroll down to access the special “Print” button just below the form. This will format the W-2 form in an IRS approved format. Click on your browser’s print icon. If the entire W-2 doesn’t print, including the right hand side of the box, go to Page Setup under File and choose landscape for your paper orientation. Now click your browser’s print icon.