

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

Go to the PLU website: [www.plu.edu](http://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 before gone into Banner Web, click on the **First-Time User** button and follow the directions). If you had previously set up your pin and cannot remember it, click on the **Forgot Pin?** button and follow the directions. If you had previously set up your pin but when you enter it you find it isn't correct, you are given the opportunity to answer the question you created when you first set up your pin. If you cannot remember your answer, click on the **Disabled Account or Forgotten Hint Response?** button and follow the directions.

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 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.