PRINT YOUR OWN OFFICIAL IRS W-2 FORM

Go to the PLU website:  www.plu.edu

Click on “ePass” then “Banner”

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

Enter your eight-digit PLU assigned ID Number.

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 on “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. Click on the Display button. Beginning 2013, you will be required to provide your consent to receive your W-2 electronically in order to view or print your form. If you have not provided your consent, do so by clicking the Ok button which will take you to the screen to give your consent. Click the box under “My Choice” and submit.

Once you have your W-2 in view, scroll down to access the Printable W-2 button just below the form. This will format the W-2 form in an IRS approved format.

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