



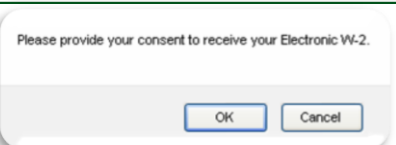
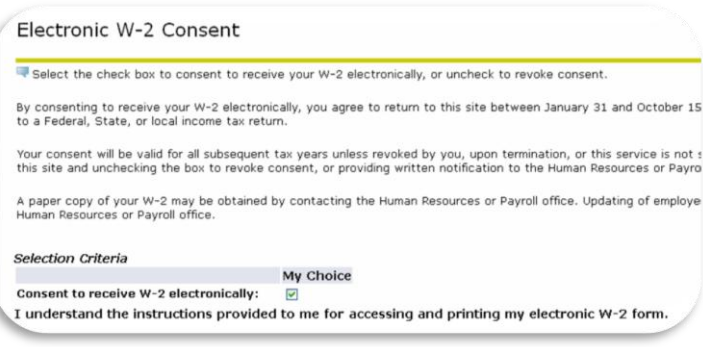



Electronic W-2 Instructions

Chicago State University employees may elect to receive their W-2 statement online through Banner Web Employee Self-Service system. **Federal Regulations require that employees give their consent to receive the W-2 in an electronic format.** Once consent is given, it carries forward each year and does not need to be repeated.

The **process for giving consent to receive the electronic W-2** is as follows:

1.	Log on to Banner Web for Employee Self-Service:	https://ssb.csu.edu/PROD/twbkwbis.P_WWWLogin
2.	Select <i>Employee Menu</i>	
3.	Select <i>Tax Forms</i>	
4.	Click <i>W-2 Year End Earnings Statement</i>	
5.	Select the Tax Year	
6.	Click OK for the <i>Electronic W-2 Consent</i>	
7.	Click the <i>My Choice</i> box giving your consent to receive your W-2 statement online.	
8.	Click <i>Submit</i>	




How to View & Print Electronic W-2



The process to view and print the electronic W-2 is as follows:

Once you have logged into Banner Web Employee Self-Service

1. Select ***Employee Menu***
2. Select **Tax Forms**
3. Click on ***W-2 Year End Earnings Statement***
4. Select the appropriate ***Tax Year*** to View
5. Click ***Display***
6. To create Federal and State acceptable copies of your W-2, use the  button at the bottom of the page.
7. You will be prompted to enter your PIN to display your W-2 for printing.

Print W-2 Verification

 Enter your PIN and select Submit to obtain a printable form W-2.

PIN:



8. Click ***Submit*** button