# 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](https://ssb.csu.edu/PROD/twbkwbis.P_WWWLogin)

2. Select **Employee Menu**

3. Select **Tax Forms**

4. Click **W-2 Year End Earnings Statement**

5. Select the Tax Year

6. Click **OK** for the **Electronic W-2 Consent**

7. Click the **My Choice** box giving your consent to receive your W-2 statement online.

8. Click **Submit**
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 **Printable W-2** button at the bottom of the page.
7. You will be prompted to enter your PIN to display your W-2 for printing.
8. Click **Submit** button