

### **To sign up for an Electronic W-2:**

Please follow the steps below:

- Open IE, and go to [www.gvsu.edu](http://www.gvsu.edu)
- Click on Quick Links, and then MyBanner
- Sign in with G-Number and PIN
  - If you have never signed in before and do not know your PIN, please contact IT to obtain your login credentials.
  - If you do not remember your PIN, please click Forgot PIN and it will bring up a security question for to answer, to reset your PIN.
- Go to Employee Tab
- Go to Tax Forms
- Go to Electronic W-2 Consent
- Click the check box, a green arrow will appear, click submit.

\*\*Instructions can also be found on the Payroll Office Website, by going to [www.gvsu.edu/busfin](http://www.gvsu.edu/busfin) and clicking on Accounting, then Payroll. There is a link to the instructions right on the Payroll Homepage.

### **To Access your electronic W-2 (in late January, early February):**

Please follow the steps below:

- Sign into MyBanner (follow procedure above)
- Go to Employee Tab
- Go to Tax Forms
- Go to W-2 Wage and Tax Statement
- Use drop down menu to get the correct year.
- Click Display
- Scroll down to the bottom and click Print.
- A new screen will appear with your printable W-2.
- Do a File, Print, and take it to your Accountant!