


Accessing Your W-2 Online

1. Once you have logged into your myBanner account click the **Employee** tab on the top.
2. Next click, **Tax Forms**.
3. Next click, **W-2 Wage and Tax Statement**.
4. Select the tax year from the drop-down menu and hit Display.
5. To print, scroll to the bottom and hit the Printable W-2 button to format your W-2 for printing.

A rectangular button with a light gray gradient and a thin border, containing the text "Printable W-2" in a dark blue font.

 - a. You will have to reenter your PIN (the same one you used to log in to the system).

*****Please note only active employees are able to receive their W-2's online. If you are no longer working for GVSU, your W-2 will be mailed to the address we have on file for you by January 31st.*****

If you have any questions, feel free to call the Payroll Department at (616)331-2237 or email us at payroll@gvsu.edu.