Obtaining a Replacement W-2 Online

Current employees can obtain a replacement W-2 form online via MyWashburn. Follow the instructions below to access W-2 forms for the years 2003 through 2014.

Note: The online W-2 forms are not suitable for filing with a paper copy of your tax return.

If you need a copy that is suitable for filing, you must request a replacement using the duplicate W-2 request form. There is a $10 charge for each replacement you request. For example, if you request replacements for tax years 2011 and 2012, the total charge will be $20.

Instructions

Viewing your W-2

1. Sign in to MyWashburn

2. Select the “Employees” tab

3. Click on the “View W-2 Year End Earnings Statement” link
4. Select the desired tax year, then click on the “Display” button

Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button.

If you have any questions about the information on this screen, please contact Payroll.

Tax Year: Select
Employer or Institution: Washburn University
Display

5. Depending on whether or not you have previously viewed an online W-2, you may see this box:

The page at https://oas-inb.washburn.edu:8099 says:
Please provide your consent to receive your Electronic W-2.

If this box is displayed, click on the “Cancel” button.

Your W-2 for the selected year will be displayed.

Printing your W-2

You can print your W-2 for your records if you want. As noted above, the printed version is not suitable for filing with a paper return. To print your W-2:

1. Click the “Printable W-2” button at the lower-left of the screen

<table>
<thead>
<tr>
<th>15 State</th>
<th>Employer’s state ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS</td>
<td>036486030115</td>
</tr>
</tbody>
</table>

   Printable W-2

2. Enter your MyWashburn password and click “Submit” (although the instructions say to enter your PIN, enter your password)

   Print W-2 Verification

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

   MyWashburn Password
   Submit

3. A printable version of your W-2 will be displayed.