

# 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 2018.

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

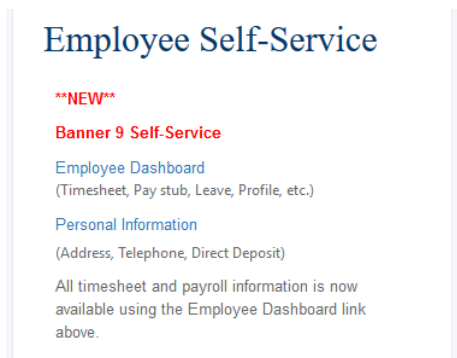
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If you need a copy that is suitable for filing to the IRS, you must request a replacement from the payroll office by following the “Former Employees” W-2 link on the payroll website. There is a \$10 charge for each replacement you request. For example, if you request replacements for tax years 2017 and 2018, the total charge will be \$20.

## Instructions

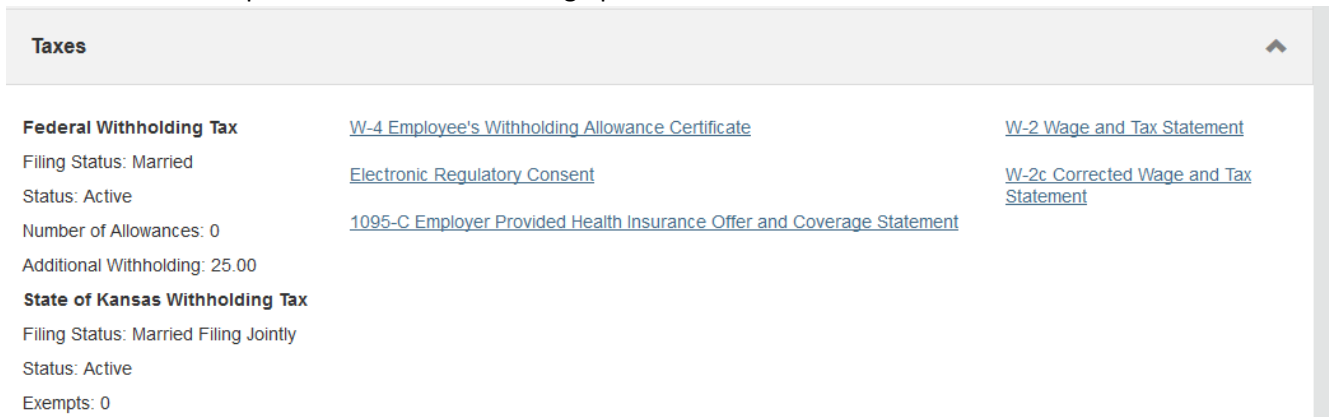
### Viewing your W-2

1. Sign in to MyWashburn
2. Select the “Employees” tab
3. Click on the “Employee Dashboard” link



The screenshot shows the 'Employee Self-Service' page. At the top, it says 'Employee Self-Service'. Below that, there is a red asterisk and the word 'NEW'. Underneath, it says 'Banner 9 Self-Service'. There are two main links: 'Employee Dashboard' with a subtext '(Timesheet, Pay stub, Leave, Profile, etc.)' and 'Personal Information' with a subtext '(Address, Telephone, Direct Deposit)'. At the bottom, a note states: 'All timesheet and payroll information is now available using the Employee Dashboard link above.'

4. Select the Taxes drop down to see the following options:



The screenshot shows a dropdown menu titled 'Taxes' with an upward arrow on the right. The menu is open, showing three columns of options. The first column lists tax details: 'Federal Withholding Tax' (Filing Status: Married, Status: Active, Number of Allowances: 0, Additional Withholding: 25.00) and 'State of Kansas Withholding Tax' (Filing Status: Married Filing Jointly, Status: Active, Exempts: 0). The second column contains three links: 'W-4 Employee's Withholding Allowance Certificate', 'Electronic Regulatory Consent', and '1095-C Employer Provided Health Insurance Offer and Coverage Statement'. The third column contains two links: 'W-2 Wage and Tax Statement' and 'W-2c Corrected Wage and Tax Statement'.

5. Click on the W-2 Wage and tax Statement link on the right side
6. Select the Tax Year and Display button.

### *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



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

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***To print this version, you must use your web browser's print command***

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