

PRINT YOUR OWN OFFICIAL IRS W-2 FORM

Go to the PLU website: www.plu.edu

Click on “ePass” then “Banner”

Next, click on “Banner Self Service”

If you are a current employee, you should choose to sign in using the “Access Banner Self-Service using my PLU ePass.”

If you have left employment, you should scroll down and choose the option “PLU ID & PIN.” This will only work if you have kept your PIN active. It is uncertain at what point the PLU ID and PIN method will be phased out. Your PLU ID can be found on copies of your pay advices or check stubs if you have forgotten. If you have not kept your PIN active, you will need to request a paper duplicate copy. See the Payroll website for more information.

Next, click on “Employee Services”

Begin by selecting “Tax Forms.” Next, select “W2 Year End Earnings Statement.” You will have a drop-down box to choose the year. Click on the **Display** button.

Once you have your W-2 in view, scroll down to access the **Printable W-2** button just below the form. This will format the W-2 form in an IRS approved format.