

## Online W-2 Instructions

1. Enter the Samford Portal through the SU home page.
2. Click on the [BANNER](#) tab.
3. Select [Employee](#).
4. Click on [Tax Forms](#).
5. If you have not done so in previous years, to view your W-2 online, you must select [Electronic W-2 Consent](#). If you wish to receive your W-2 electronically only and not have it printed and mailed at the end of January, please read the agreement and click on the [My Choice](#) box if you would like to Consent. If you made this selection in a previous year, it will retain your selection and your W2 will not be mailed until you remove it and you can skip to step 7. [By selecting this option, you will be saving the university the cost of printing and postage as well as reducing our impact on the environment.](#)
6. After making your selection, click [Submit](#).
7. When screen refreshes, choose [Return to Tax Menu](#) at the top right of the screen.
8. Click on [W-2 Wage and Tax Statement](#).
9. Be sure the desired year is displayed in the [Tax Year](#) box.
10. Click on [Display](#) to view your W-2. Please note that this version displays a partially masked social security number.
11. To print your W-2, click on the [Printable W-2](#) box at the bottom of the W-2.
12. A screen will appear that asks you to enter your PIN. For this application, this is your normal Samford password.
13. Once your W-2 appears, depending on your choice of browser, you may:
  - Hold the Control ([Ctrl](#)) and the letter [P](#) key together.
  - A box should appear allowing you to select your printer and click on [Print](#).
14. Please trim this copy if you are submitting your taxes by mail rather than filing online.
15. You may also review the additional print information by clicking [Help](#) (near the top, beside [Site Map](#)) at the right of the page that originally displayed the W-2 but remember, printing from this option will yield a W-2 with a partially masked SSN. Adjustments can be made depending on your browser settings to print your W-2 to your preference. This can usually be done on the [Page Setup](#) section of your browser. You may also click on the Landscape button in this section. This will yield a clean copy of your W-2 in a small font. This is the only size available with this option.
16. For a larger font you can click the browser print button from the page that displays the [W-2 Wage and Tax Statement](#) heading. This will yield a copy of your W-2 in a larger font so you can see to complete your tax return, **but it will not contain your full SSN and since it becomes two pages, it cannot be submitted to the IRS.** This can only be used to see numbers more clearly if you are using online submission.
17. When submitting a copy of the “Printable W-2” with your tax return, you need to trim the printed page to include only the form along with the form name and year at the bottom of the printed form.