

## W-2 Printing Instructions

### Browser: Internet Explorer

- Go to MySLCC
- Log In
- Click on Employee Tab
- Click on Tax Forms (found in the Employment Detail section)

▶ [Tax Forms - W-4 and W-2 Information](#)

- Click on W-2 Year End Earnings Statement

[W-4 Tax Exemptions/Allowances](#)  
[W-2 Year End Earnings Statement](#)

- Find Tax Year to print in the “Select” box by clicking the down arrow and then click “Display”

**Tax Year:**

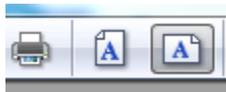
**Employer or Institution:**

- Click on Printable W-2 button found below the W-2 on bottom left (scroll down)

- On your browser Menu Bar click “File” and then click “Print Preview”

File Edit View Favorites Tools Help

- Change the orientation to landscape by clicking the “Landscape” button and then click the “Print” button :



Your W-2 is printed!