W-2 Printing Instructions

Browsers: Mozilla Firefox and Google Chrome

- 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: Select ∨
  Employer or Institution: Salt Lake Community College ∨

  Display

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

  Printable W-2

- On the top right, click the button with three lines (see below) and then click the "Print Icon" (Firefox) or the word "Print" (Chrome):

  ☰

- Make sure the "Landscape" button is selected at the top and then click "Print"

Your W-2 is printed!