## **W-2 Printing Instructions**

## **Browsers: Mozilla Foxfire 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)

Prin	table	e 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!