

HOW TO SIGN UP FOR THE ELECTRONIC W-2

Log on to Banner Web (Self Service) <http://go.middlebury.edu/bw>

- Click on **Employee**
- Click on **Tax Forms**
- Click on **Electronic W-2 Consent** (*Please read the consent information carefully, make your choice and then hit the **Submit** button. You will receive an e-mail notification confirming your selection*)
- Click on **Return To Tax Forms Menu** at bottom of screen
- Click on **W-2 Wage and Tax Statement**
- Select **Tax Year** and hit the **Display** button
- Click on **Printable W-2** (*please read the special print instructions under the HELP menu prior to printing*)

Contact payroll@middlebury.edu with any questions.