HOW TO VIEW ELECTRONIC W-2

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

• Click on **Employee**

• Click on **Tax Forms**

• 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.