PAWS W-2 Consent & Printing

Start Here!

Enter Self Serve Banner through **PAWS**

Enter your EIU Net ID; and EIU Net Password

Select the **EMPLOYEE**

Select **Tax Forms**

Select **W-2 Wage and Tax Statement**

Select a **Tax Year** then **Display**

Want to consent to get your W-2 now?

Click the **OK** button

Check the box under **My Choice** then **Submit**

Your W-2 with only the last 4 digits of your SSN appears

Scroll down and select **Printable W-2**

Re-enter your EIU Net ID; and EIU Net Password for print verification

Print your W-2. **Note:** You may wish to change the print size and format (ie, suggest "landscape"). You may also return to the site anytime and review or print any available W-2's for the current or past years.

By accessing your W-2 on-line, you will not be mailed a paper W-2. **HELP Contact the Payroll office at 581-2214**