



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.



Contact the Payroll office at 581-2214

User Login

Please enter your Eastern Illinois University Net ID and password. When finished, select Login.

Please Note: Net ID and password are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

EIU Net ID:

EIU Net Passwd:

[Click Here for Help with Login?](#)

Employee

Time Sheet

Leave Report

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form.

Jobs Summary

Tax Forms

W4 Tax Exemptions or Allowances

W-2 Wage and Tax Statement

W-2r Corrected Wage and Tax Statement

Electronic W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year:

Employer or Institution:

Personal Information Alumni and Friends Student **Employee** Finance Financial Aid total

Search

Electronic W-2 Wage and Tax Statement

Please provide your consent to receive your Electronic W-2.

You may adjust the display size by selecting View

Tax Year:

Employer or Institution:

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically.

Any questions in regards to this process should be directed to Payroll at 581-2214 or 581-5510.

Selection Criteria

Consent to receive W-2 electronically: **My Choice**

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2005 forward). You may need to print multiple copies for submit browsers and additional information.

Status: Original

As of Date: Mar 26, 2014

Form W-2 Wage and Tax Statement 2013

Employee's social security number *****11C	OMB No. 1545-0008
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