

W-2 on the Web Instructions

1. Enter the Samford Portal through the SU home page.
2. Click on the [BANNER](#) tab.
3. Select [Employee](#).
4. Click on [Tax Forms](#).
5. You must now select [Electronic W-2 Consent](#). If you wish to receive your W-2 electronically only and not have it printed and mailed at the end of January, please read the agreement and click on the [My Choice](#) box if you would like to Consent. If you made this selection in a previous year, it will retain your selection and your W2 will not be mailed until you remove it. [By selecting this option, you will be saving the university the cost of printing and postage as well as reducing our impact on the environment.](#)
6. After making your selection, click [Submit](#).
7. When screen refreshes, choose [Return to Tax Menu](#) at the top right of the screen.
8. Click on [W-2 Wage and Tax Statement](#).
9. Be sure the desired year is displayed in the [Tax Year](#) box.
10. Click on [Display](#) to view your W-2. Please note that this version displays a partially masked social security number.
11. To print your W-2, click on the [Printable W-2](#) box at the bottom of the W-2.
12. A screen will appear that asks you to enter your PIN. For this application, this is your normal Samford password.
13. Once your W-2 appears, go to the top of the page and select the drop box beside the printer icon.
 - a. Choose [Print Setup](#)
 - b. Select the button next to the [Landscape](#) option.
 - c. Click on [OK](#).
 - d. Hold the Control ([Ctrl](#)) and the letter [P](#) key together.
 - e. A box should appear allowing you to select your printer and click on [Print](#).
14. Please trim this copy if you are submitting your taxes by mail rather than filing online.
15. You may also review the additional print information by clicking [Help](#) (near the top, beside [Site Map](#)) at the right of the page that originally displayed the W-2 but remember, printing from this option will yield a W-2 with a partially masked SSN. Adjustments can be made depending on your browser settings to print your W-2 to your preference. This can usually be done on the [Page Setup](#) section of your browser. You may also click on the Landscape button in this section. This will yield a clean copy of your W-2 in a small font. This is the only size available with this option.
16. For a larger font you can click the browser print button from the page that displays the [W-2 Wage and Tax Statement](#) heading. This will yield a copy of your W-2 in a larger font so you can see to complete your tax return, but it will not contain your full SSN and since it becomes two pages, it cannot be submitted to the IRS. This can only be used to see numbers more clearly if you are using online submission.
17. When submitting a copy with your tax return, you need to trim the printed page to include only the form along with the form name and year at the bottom of the printed form.