

How to print your W-2

1. On your Home Page under Your Top Apps, click View all Apps,

 [View All Apps](#)

Select the Pay App



Pay

2. Select **Tax Documents**.

 My Statements

Payslips

Tax Documents

3. Click **View/Print**.

My Tax Documents				
1 item				
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2020	Lynn University	W-2	01/21/2021	View/Print

4. Your W-2 will appear as an Adobe Acrobat document. Click the print icon.



Copy B--To Be Filed With Employee's FEDERAL Tax Return			OMB No. 1545-0008
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	
	5 Medicare wages and tips	6 Medicare tax withheld	
c Employer's name, address, and ZIP code			
d Control number			
e Employee's name, address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement 2020
This information is being furnished to the Internal Revenue Service.

Dept. of the Treasury - IRS

Copy 2--To Be Filed With Employee's State, City, or Local Income Tax Return			OMB No. 1545-0008
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	
	5 Medicare wages and tips	6 Medicare tax withheld	
c Employer's name, address, and ZIP code			
d Control number			
e Employee's name, address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement 2020

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