

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	
		12c Code	
		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 Dept. of the Treasury - IRS
This information is being furnished to the Internal Revenue Service.

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	
		12c Code	
		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	

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