Instructions to access and print your electronic Form W-2

1. Select the Penguin Portal Link

2. Select the Login button

3. Sign into the Penguin Portal using your Username and Password

4. Select Banner Self Service under e-Services Faculty & Staff
5. Select the Employee menu option

6. Select the Tax Forms menu option

7. Select the W-2 Wage and Tax Statement menu option
8. Using the drop down menu, select the desired tax year then click display.

9. Your W-2 will be displayed at this time. In this example, the W-2 was omitted for privacy purposes. At the bottom of this page, select Printable W-2 to print your W-2.

NOTE: Actual W-2 omitted for privacy purposes

10. For security purposes, enter your PIN and select submit. Your W-2 will be displayed and available to print.