

January 26, 2012



2011 electronic W-2 forms are now available for you to view, and/or to print an official copy, from the PSU Information System. Simply log in to either banweb.pdx.edu or my.pdx.edu and follow the links through Employee Services, Payroll Tax Forms, W-2 Wage and Tax Statement, select "2011" for the Tax Year and click "Display." You should now see your "W2 Year End Earnings Statement."

The following outlines the process for printing a copy of your W-2 for official use:

While this display web page shows the same information as what is printed on your W-2 tax form, it is not an official version of the W-2 form. In order to view/print an official copy of your W-2 form, scroll down the page and click on "Print" on the bottom left corner. A second page containing the official copy will open. Use the Print command in your web browser's File menu to print this official copy of your W-2 form. You can make as many copies as needed for filing your taxes. Just below the W-2 "Print" button is a link in blue text to the "W2 Page 2: Copy B – Notice to Employee/Copy C Instructions." Click on this link to review important W-2 form notices and employee instructions. If needed, print these instructions using the Print command in your web browser's File menu.

Paper 2011 W-2 forms will be mailed from Corvallis by January 31, 2012 and should reach your home address within the week. Paper W-2 forms will only be mailed to employees that have not yet elected to receive the electronic version.

If you have not yet elected to receive only an electronic W-2 form please consider making this election now for next year. PSU's electronic W-2 form system offers a safe and secure alternative to receiving paper W-2 forms by U.S. mail.

If you have any questions regarding your W-2 please direct them to our attention at askhrc@pdx.edu. One of our payroll team members will respond to your question as quickly as possible.

Thank you,

Jennifer McLean
Payroll Manager