

2009 W-2 forms will be mailed from Corvallis and should reach your home address this week.

W-2 forms are also available for you to view, and/or print an official copy, from the PSU Information system. Simply log in to either myPSU or banweb and follow the links through Employee, Tax Forms, W-2 Wage and Tax Statement. Select "2009" 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." 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.

If printing an official W-2 copy you will also need to print the "W2Page 2: Copy B – Notice to Employee/Copy C Instructions." The link to this is in blue text just beneath the W-2 "Print" button. Click on this link, then use the Print command in your web browser's File menu to print these instructions.

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

Thank you,

Pam Hutchins  
Associate Director for Human Resources and Payroll