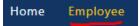
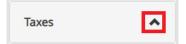
Electronic Form W-2 Viewing Instructions

1. On your MyBethel Home page, click on the "Employee" tab



- 2. Click on "Employee Banner Resources" and then locate the Taxes section
- 3. Click on Taxes "^" (up arrow) to expand the Taxes section



3. Click on "W-2 Wage and Tax Statement"

Taxes		*
Federal Tax	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
Filing Status:	Electronic Regulatory Consent	W-2c Corrected Wage and Tax
Status: Active	0) 	Statement

4. Use the dropdown menus to choose the appropriate Tax Year and Employer or Institution. If you are receiving more than one Form W-2 you will see multiple choices under the Employer or Institution dropdown menu.

W-2 V	Vage	and	Тах	Statement
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You may adjust the display size by sel	ecting View in the menu at the top of your browser.	
Tax Year:	Select	~
Employer or Institution:	Bethel University-CAS/CAPS/GS	~
Display		

6. Click on "Display" at the bottom of the page



 To format your Form W-2 into the customary box layout, click on "Printable W-2" at the bottom of the page.



8. To print your Form W-2, use the keyboard shortcut Ctrl+P or right-click on the document to get a menu box and select "Print." You may want to print multiple copies for Federal, State, Local, or other filing institutions that require a copy.