

W-2 Through BANNER Self-Service

Access your 2008 W-2 through BANNER Self-Service by following the instructions below.

- Enter the Samford Portal through the SU home page.
- Click on the [BANNER](#) tab.
- Select [Employee](#).
- Click on [Tax Forms](#).
- You may now select [Electronic W-2 Consent](#). If you wish to receive your W-2 electronically only and not have it printed and mailed at the end of the month, please read the agreement and click on the [My Choice](#) box if you would like to Consent. 🌲
- After making your selection, click [Submit](#).
- When screen refreshes, choose [Return to Tax Menu](#) at the top right of the screen.
- Click on [W-2 Wage and Tax Statement](#).
- Be sure that 2008 is displayed in the [Tax Year](#) box.
- Click on [Display](#) to view your W-2.
- You may print your W-2 in two ways. First, review the additional print information by clicking [Help](#) (below the blue bar and beside [Site Map](#)) at the right of the page. Adjustments may need to be made depending on your browser settings to print your W-2 correctly. You may then select the [Print](#) button at the bottom of the page to display only the W-2 without the [W-2 Wage and Tax Statement](#) instructions. Now select your browser print button at the top of your screen. This will yield a clean copy of your W-2 in a small font. This is the only size available with this option.
- For a larger font you may click the browser print button from the page that displays the [W-2 Wage and Tax Statement](#) heading.
- If submitting a copy with your tax return, you need to trim the printed page to include only the form along with the form name and year at the bottom of the printed form.