

Viewing W2 Tax Information on Self Service

Step One:

Log into your myUT account to access your personal information in Self Service.

Username: Password:

[Login Help](#) | [myUT Help](#) | [Account Maintenance](#) | [Parent/Guest Payment](#) | [UT Home](#)

University Journals

-  **Marketing Our Future**
by Lawrence Burns
-  **UT Initiatives for Religious Understanding**
by Maxwell Gold
-  **My Definition of a Hero**

UToday

- Rocket named MAC Special Teams Player of the Year; six make All-MAC**
Thu. 02 Dec 2010
- University joins National Student Exchange**
Thu. 02 Dec 2010
- Free shirts for UT students at men's basketball game Dec 4**

On the Employee Tab you will select the *Tax Forms* link:

myUT

Welcome Alyson Walker
You are currently logged in.

[My Account](#) [Content Layout](#)

Student **Student Resources** **Employee** **UT Community** **Library**

My Toolkit

Personal Information
[Name Change Information](#)
[SSN Change Information](#)
[Update Addresses & Phones](#)
[Update Emergency Contacts](#)
[Update Marital Status](#)
[View E-mail Addresses](#)

Pay Details & Leave Balances
[View Pay Stubs](#)
[Earnings History](#)
[Direct Deposit Information](#)
[Leave Balances](#)
[Tax Forms](#)
[Payroll Schedule FY2011](#)
[More Employee Options...](#)

Benefits Information
[Benefit Summary](#)
[Domestic Partners](#)
[Educational Fee Waivers](#)
[Employee Assistance Program](#)

Email and UTAD Account

 **Outlook Web Access**
Provided by Microsoft Exchange Server 2003

Access your Rocket email
This is your link to access the new. Please note that this system is being undergoing data conversion the way this link does not work, try the Outlook Web Access neither works, your mailbox may be in the process of conversion, so try again later. Click on the new system.

Outlook Web Access (for Faculty users)
Access your Utoledo Exchange email through your **My UT Account**
Maintain your UTAD account information through your **My UT Account**

Access your junk mail

Step Two:

You will first need to submit consent that you would like your W2 information made available online. To do this you will click the *Electronic W-2 Consent* link:

Personal Information / Student / Financial Aid / **Employee**

Tax Forms

[W4 Tax Exemptions or Allowances](#)
[Electronic W-2 Consent](#) ←
[W-2 Wage and Tax Statement](#)
[W-2c Corrected Wage and Tax Statement](#)

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Read the consent information and click to agree, then submit and return to Tax Forms menu

Personal Information / Student / Financial Aid / **Employee**

Search [RETURN TO TAX](#)

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct information to the Payroll office.

Selection Criteria

Consent to receive W-2 electronically:	
<input checked="" type="checkbox"/>	My Choice

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

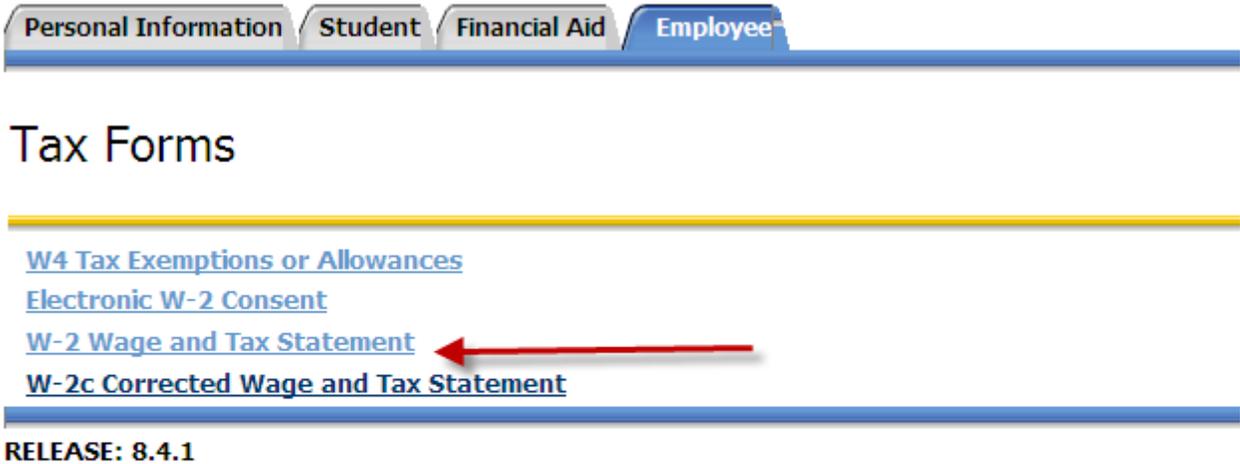
←

→ [\[Return To Tax Forms Menu \]](#)

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Step Three:

At the Tax Forms Menu, click *W-2 Wage and Tax Statement*



Personal Information / Student / Financial Aid / **Employee**

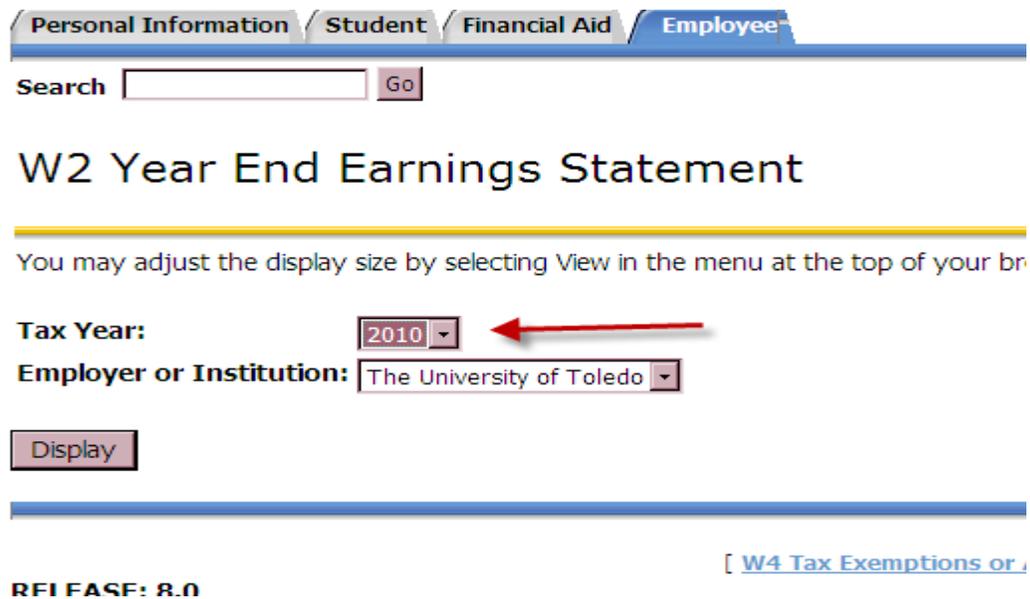
Tax Forms

[W4 Tax Exemptions or Allowances](#)
[Electronic W-2 Consent](#)
[W-2 Wage and Tax Statement](#) ←
[W-2c Corrected Wage and Tax Statement](#)

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Step Four:

Chose the year in which you would like to view and click Display



Personal Information / Student / Financial Aid / **Employee**

Search

W2 Year End Earnings Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: ←
Employer or Institution:

RELEASE: 8.0 [\[W4 Tax Exemptions or \]](#)

You will then be able to view and print your W2 information