

How to access your W-2 Wage and Tax Statement
(for employees who have given consent online)

*To retrieve your online copy, please follow these steps:

- 1) Login to Self Service Banner.
- 2) Select the “Employee” tab.
- 3) Select the “Tax Forms” hyperlink.
- 4) Select “W-2 Wage and Tax Statement.”
- 5) Choose the year in the “Tax Year” box and click “Display” to view the statement.

To print your online copy:

- 1) On the viewing screen (from Step 5 above), scroll to bottom and choose “Printable W-2.”
- 2) Enter Self Service Banner pin number (same PIN used to login to SSB) and choose “Submit.”
- 3) The printable form will automatically open in a browser for you to print as many copies as you need.

The Payroll Office will announce when W-2 statements are available each year for viewing.
W-2's will be made available no later than January 31st each year.

*Please note that employees who have separated from the University will not be able to access online W-2's. W-2's for employees who have separated from the University in the previous year will receive a printed and mailed W-2 form from the previous year. Should you need assistance, please contact us at (256)372-5205 or email payroll@aamu.edu.