

## Electronic Form W-2 Instructions

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



2. Click on [More Resources](#)
3. Click on “Tax Forms”
4. Click on “W-2 Wage and Tax Statement”
5. 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.

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

**Tax Year:**  ▼

**Employer or Institution:**  ▼

6. Click on [Display](#) at the bottom of the page
7. 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.