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

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.

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.

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