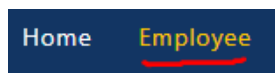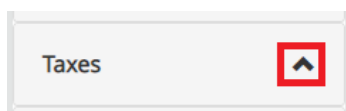# Electronic Form W-2 Viewing Instructions

1. On your MyBethel Home page, click on the "**Employee**" tab
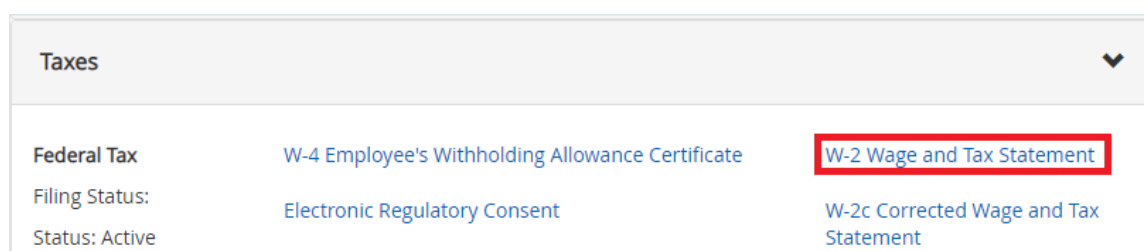

2. Click on "**Employee Banner Resources**" and then locate the Taxes section
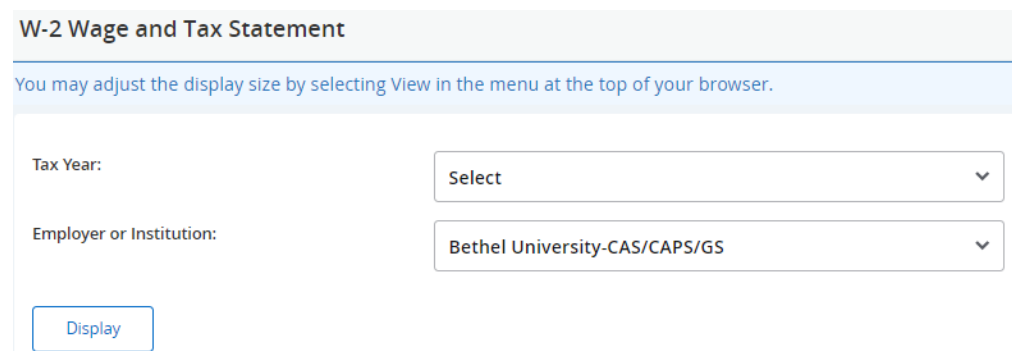
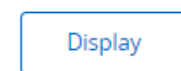3. Click on Taxes "**^**" (up arrow) to expand the Taxes section

3. Click on "**W-2 Wage and Tax Statement**"

4. 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.
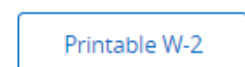
8. To print your Form W-2, use the keyboard shortcut Ctrl+P or right-click on the document to get a menu box and select "Print." You may want to print multiple copies for Federal, State, Local, or other filing institutions that require a copy.