

Employee Tax Forms

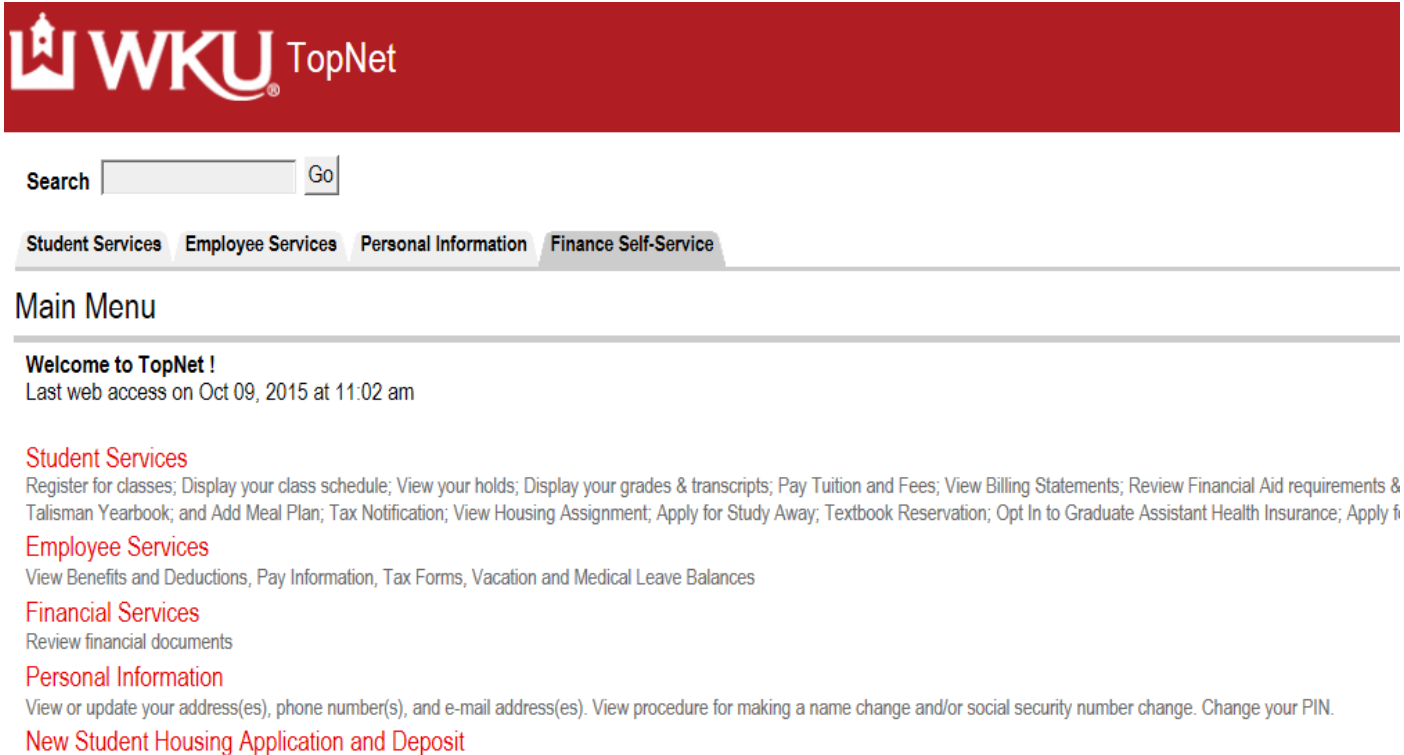
How to View and Print Electronic W-2

Payroll Department

10/15/2015

HOW TO VIEW AND PRINT ELECTRONIC W-2

1. Log in to your TopNet account. Click on the Employee Services option under the “Welcome to TopNet!” message.



The screenshot shows the WKU TopNet main menu. At the top is the WKU TopNet logo. Below it is a search bar with a "Go" button. A navigation bar contains links for Student Services, Employee Services, Personal Information, and Finance Self-Service. The "Employee Services" link is highlighted. Below the navigation bar is the "Main Menu" section, which includes a welcome message and a list of service categories: Student Services, Employee Services, Financial Services, Personal Information, and New Student Housing Application and Deposit. Each category has a brief description of the services available.

WKU TopNet

Search Go

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Main Menu

Welcome to TopNet !
Last web access on Oct 09, 2015 at 11:02 am

Student Services
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Pay Tuition and Fees; View Billing Statements; Review Financial Aid requirements & Talisman Yearbook; and Add Meal Plan; Tax Notification; View Housing Assignment; Apply for Study Away; Textbook Reservation; Opt In to Graduate Assistant Health Insurance; Apply for

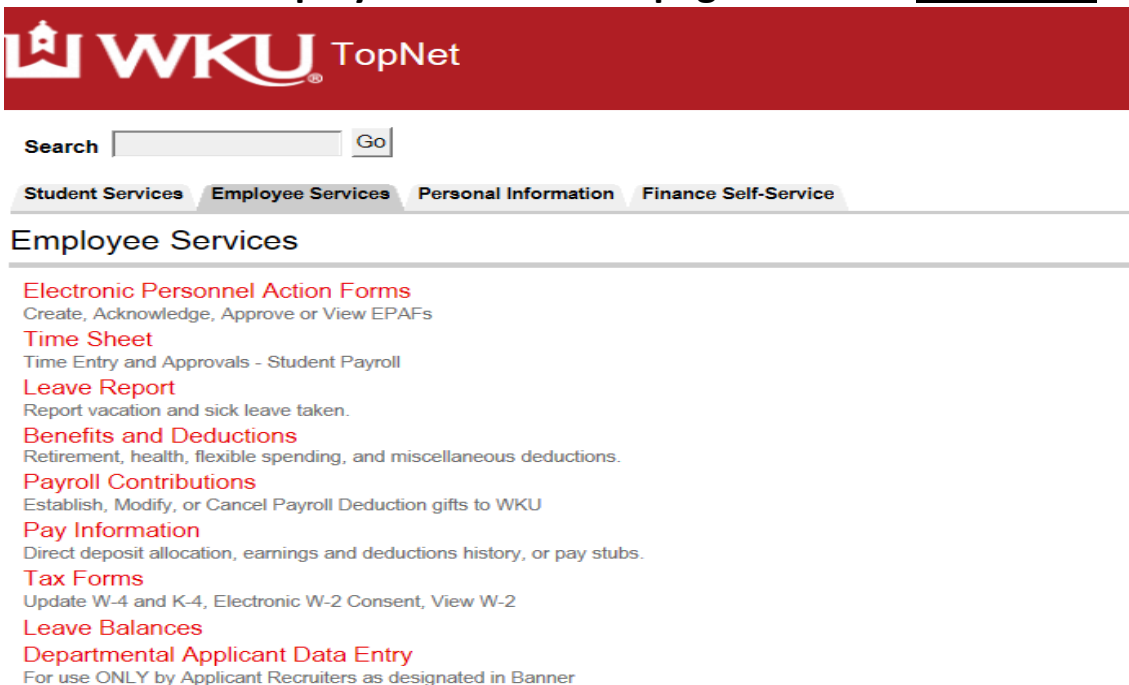
Employee Services
View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances

Financial Services
Review financial documents

Personal Information
View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name change and/or social security number change. Change your PIN.

New Student Housing Application and Deposit

2. This is the Employee Services webpage. Click on Tax Forms.



The screenshot shows the WKU TopNet Employee Services webpage. At the top is the WKU TopNet logo. Below it is a search bar with a "Go" button. A navigation bar contains links for Student Services, Employee Services, Personal Information, and Finance Self-Service. The "Employee Services" link is highlighted. Below the navigation bar is the "Employee Services" section, which includes a list of service categories: Electronic Personnel Action Forms, Time Sheet, Leave Report, Benefits and Deductions, Payroll Contributions, Pay Information, Tax Forms, Leave Balances, and Departmental Applicant Data Entry. Each category has a brief description of the services available.

WKU TopNet

Search Go

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Employee Services

Electronic Personnel Action Forms
Create, Acknowledge, Approve or View EPAFs

Time Sheet
Time Entry and Approvals - Student Payroll

Leave Report
Report vacation and sick leave taken.

Benefits and Deductions
Retirement, health, flexible spending, and miscellaneous deductions.

Payroll Contributions
Establish, Modify, or Cancel Payroll Deduction gifts to WKU

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
Update W-4 and K-4, Electronic W-2 Consent, View W-2

Leave Balances

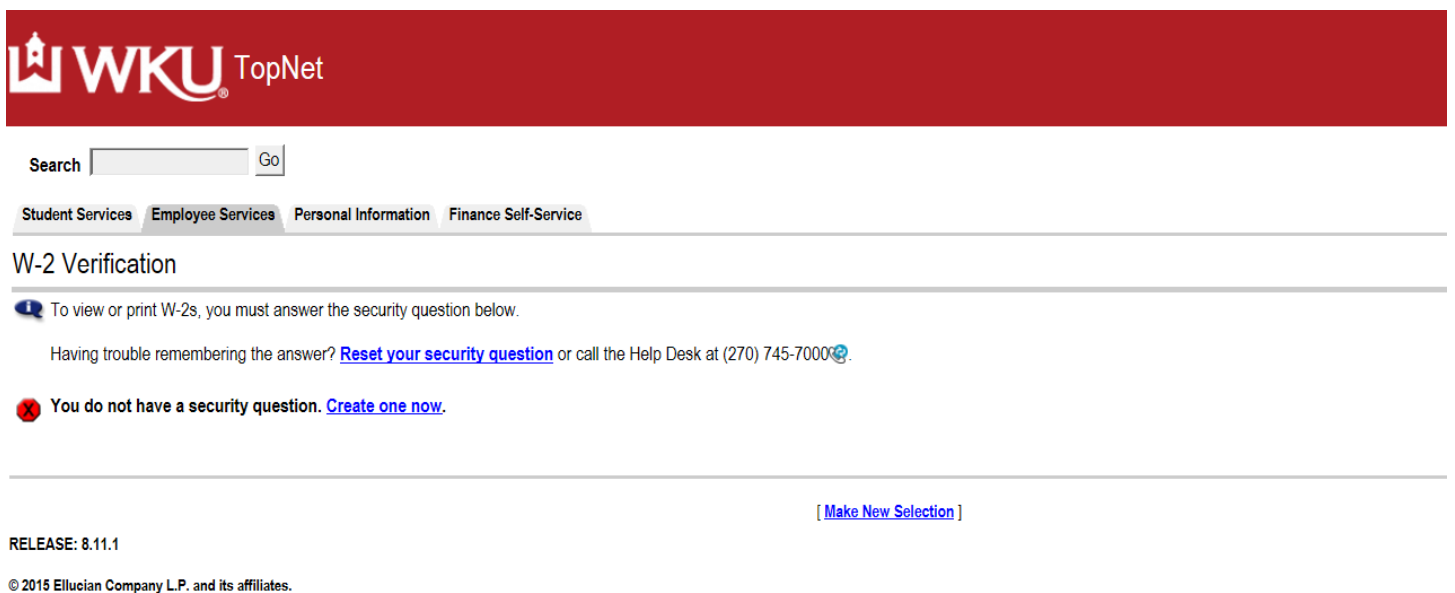
Departmental Applicant Data Entry
For use ONLY by Applicant Recruiters as designated in Banner

3. This brings you to the Tax Forms page. Click on W-2 Wage and Tax Statement.



The screenshot shows the WKU TopNet website header with the logo. Below the header is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. A navigation menu includes 'Student Services', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The main content area is titled 'Tax Forms' and lists several options: 'W-4 Tax Exemptions or Allowances', 'Electronic W-2 Consent', 'W-2 Wage and Tax Statement', and 'K-4 Tax Exemptions (Kentucky State Tax)'. At the bottom left of the page, it says 'RELEASE: 8.11.1'.

4. A security question must be answered to continue. Click on Create one now if you need to create a security question.



The screenshot shows the WKU TopNet website header with the logo. Below the header is a search bar with a 'Go' button. A navigation menu includes 'Student Services', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The main content area is titled 'W-2 Verification'. It contains two messages: one with an information icon stating 'To view or print W-2s, you must answer the security question below.' and another with a warning icon stating 'You do not have a security question. Create one now.' Below these messages is a link for '[Make New Selection]'. At the bottom left of the page, it says 'RELEASE: 8.11.1' and '© 2015 Ellucian Company L.P. and its affiliates.'

5. Once your security question is established, follow the steps listed above to navigate back to W-2 Wage and Tax Statement. Fill in the answer to the security question and click on Submit.



Search Go

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

W-2 Verification

To view or print W-2s, you must answer the security question below.

Having trouble remembering the answer? [Reset your security question](#) or call the Help Desk at (270) 745-7000 .

What is your maternal grandmother's maiden name?

Submit

[\[Make New Selection \]](#)

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6. Select the tax year to view and click on Display.



Search Go

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

W-2 Wage and Tax Statement

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

Tax Year:

Employer or Institution:

Display

[\[W-4 Tax Exemptions or Allowances \]](#)

RELEASE: 8.11.1

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7. The selected W-2 is available to view. Click on HELP for W-2 instructions. Click on Printable W-2 to print the form for your records. After the printable form loads, select Print from the File menu.

Search Go

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

W-2 Wage and Tax Statement

Select the Print button to print W-2 statement (for tax years 2010 forward). You may need to print multiple copies for submission to federal, state and local entities. Click on Help Text for information on how to print an approved format for different web browsers and additional information. For tax year 2009 and prior, this form is only a representation of the W2 form and should not be submitted to any government agency.

Status: Original
 As of Date: Jan 20, 2015

Form W-2 Wage and Tax Statement 2014

a Employee's social security number [REDACTED]		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.		
b Employer identification number (EIN) [REDACTED]		1 Wages, tips, other compensation [REDACTED]		2 Federal income tax withheld [REDACTED]		
c Employer's name, address, and ZIP code Western Kentucky University 1906 College Heights Blvd Bowling Green KY 42101-1006		3 Social security wages [REDACTED]		4 Social security tax withheld [REDACTED]		
		5 Medicare wages and tips [REDACTED]		6 Medicare tax withheld [REDACTED]		
d Control number [REDACTED]		7 Social security tips 9		8 Allocated tips 10 Dependent care benefits		
e Employee's first name and initial Last name Suff. [REDACTED]		11 Nonqualified plans		12 See Instructions for box 12 DD		
		13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>				
f Employee's address and ZIP code		14 Other Retiree		[REDACTED]		
15 State KY	Employer's state ID number [REDACTED]	16 State wages, tips, etc. [REDACTED]	17 State income tax [REDACTED]	18 Local wages, tips, etc. [REDACTED]	19 Local income tax [REDACTED]	20 Locality name BGOT WCSOT

[Printable W-2](#)