WESTERN KENTUCKY UNIVERSITY

Employee Tax Forms

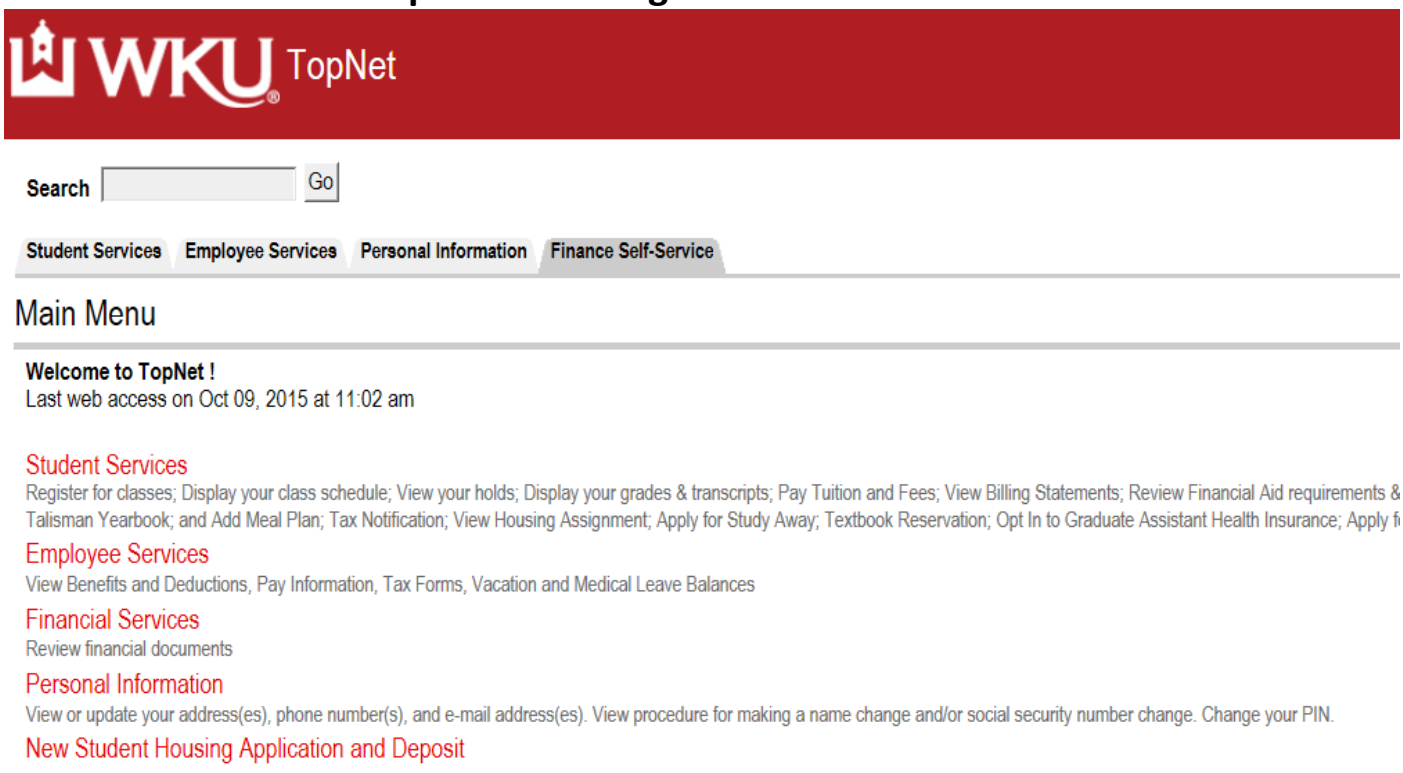
How to View and Print Electronic W-2

Payroll Department

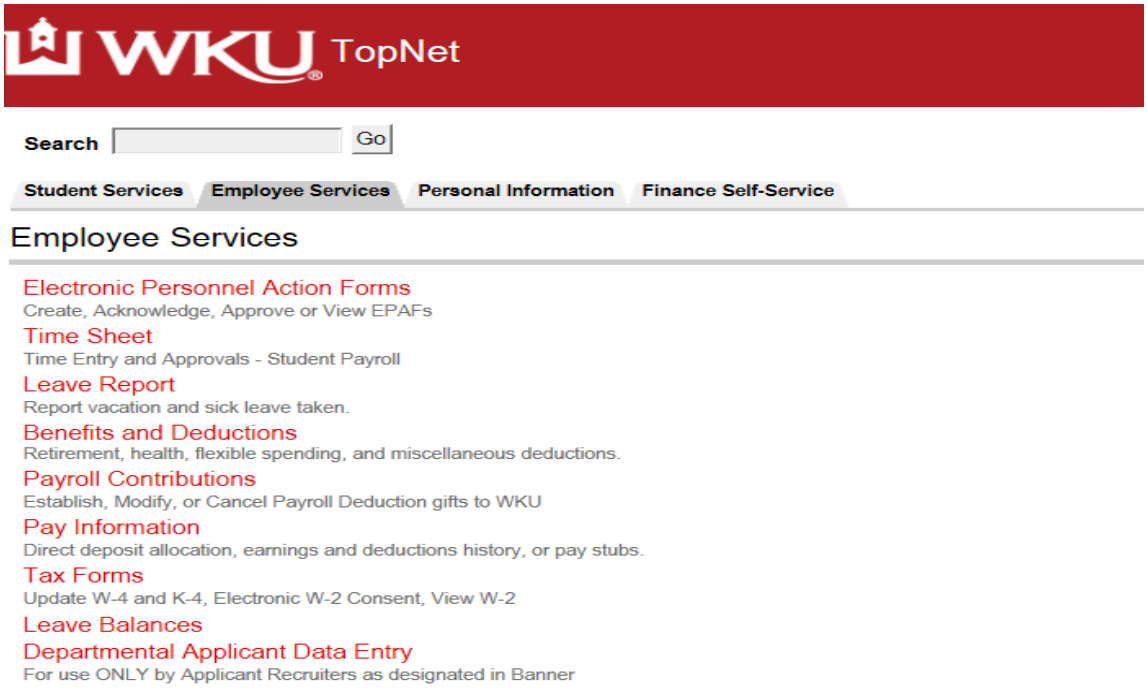
10/15/2015

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.

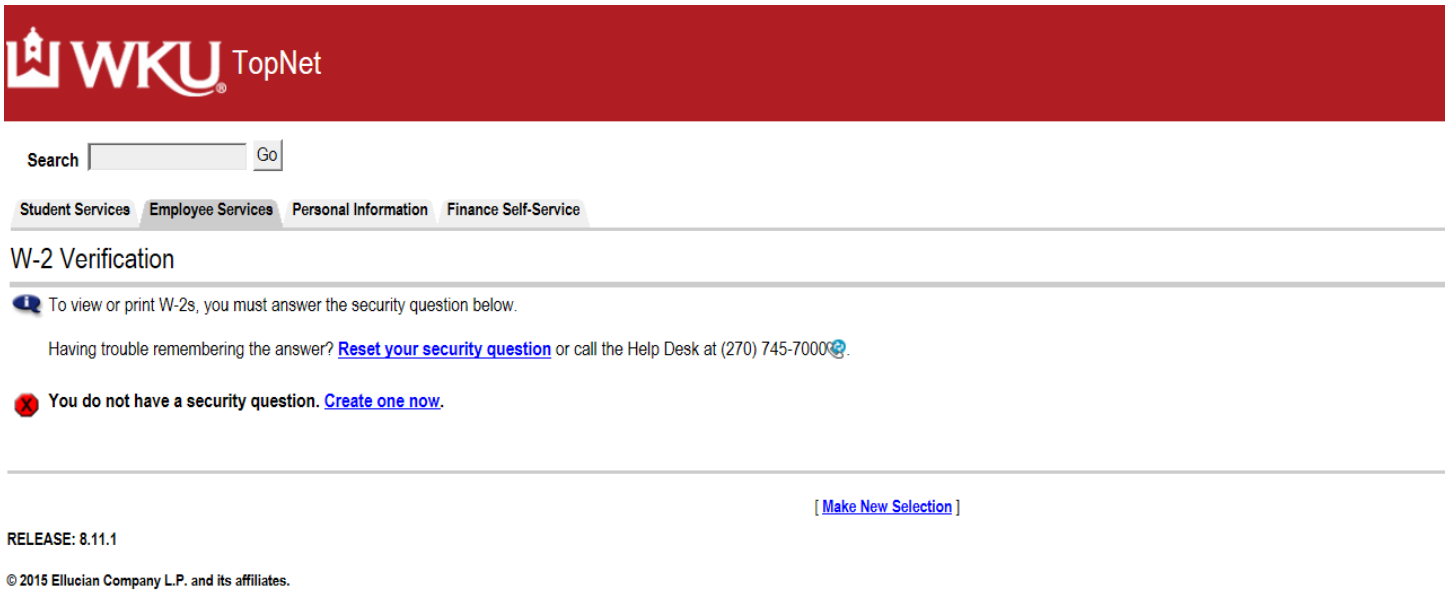


2. This is the Employee Services webpage. Click on Tax Forms.

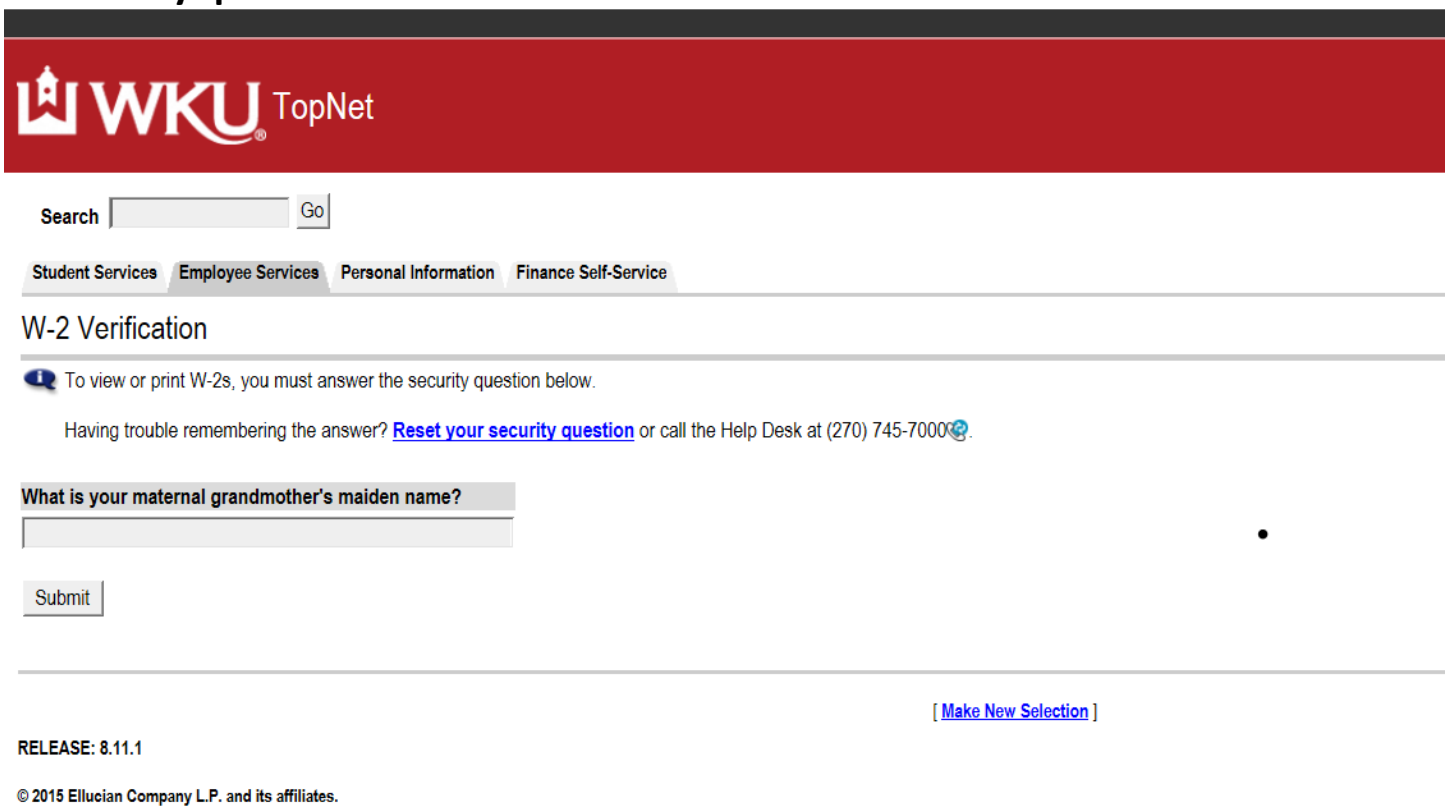


3. **This brings you to the Tax Forms page. Click on <u>W-2 Wage and Tax Statement.</u>**

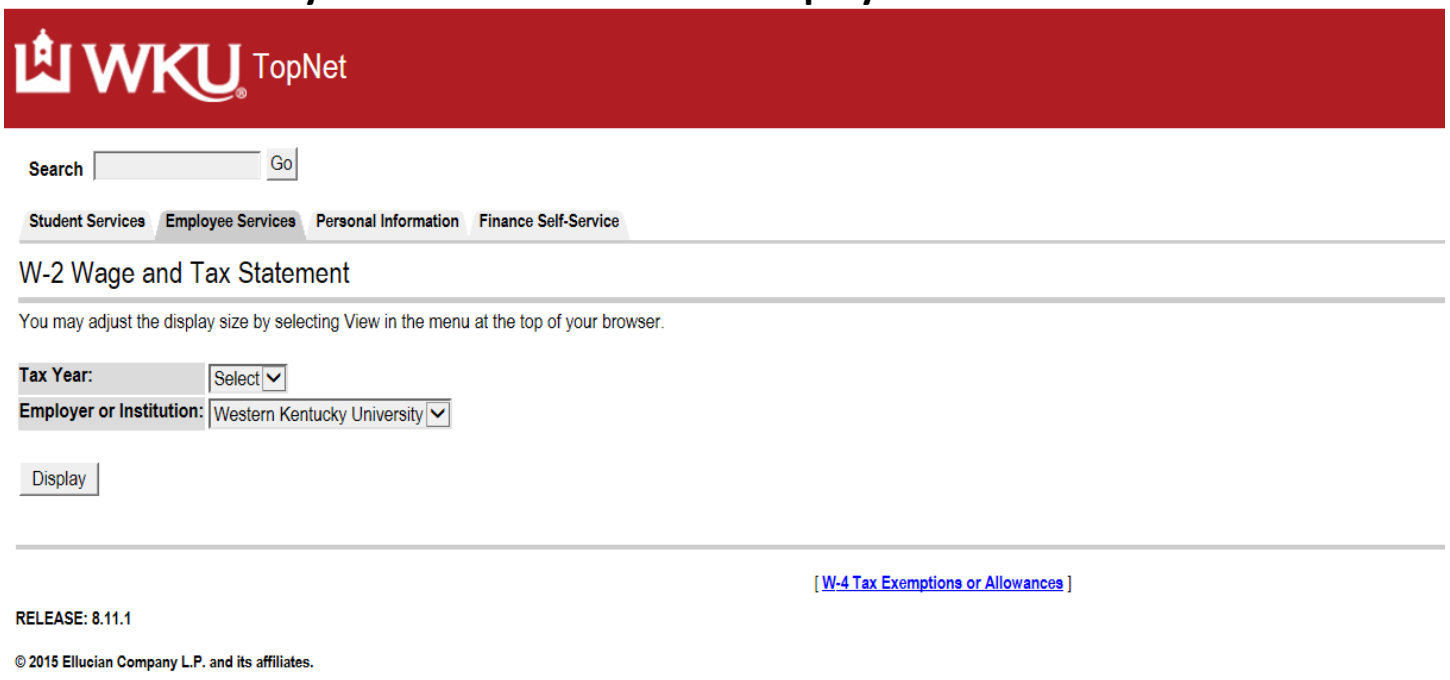
4. **A security question must be answered to continue. Click on <u>Create one now</u> if you need to create a security question.**



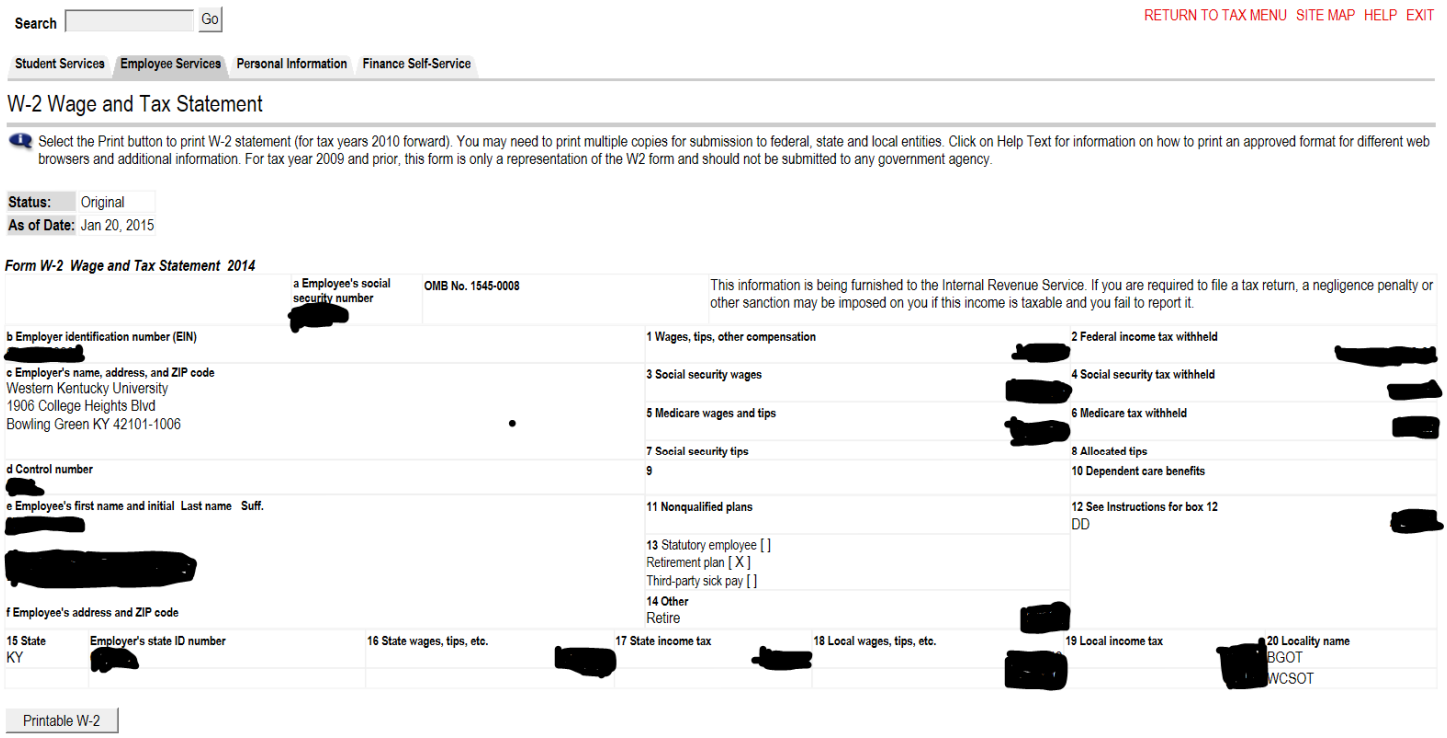
5. **Once your security question is established, follow the steps listed above to navigate back to W-2 Wage and Tax Statement. Fill in the answer to the security question and click on Submit.**



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



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] 5 Medicare wages and tips [redacted]	4 Social security tax withheld [redacted] 6 Medicare tax withheld [redacted]
		7 Social security tips	8 Allocated tips
d Control number [redacted]		9	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 [redacted]
		13 Statutory employee [ ] Retirement plan [X] Third-party sick pay [ ]	
f Employee's address and ZIP code		14 Other Retire [redacted]	

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
KY	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	BGOT WCSOT

Printable W-2