

Instructions to View or Print Your Electronic W2

1. On the Employee tab of your myGate account, click "View/Print Your Electronic W2"

The screenshot shows the myGate Employee tab interface. At the top, there are navigation tabs: Home, Employee, Admin Tools, Money, Financial Aid, Academics, myTab, and Time/Leave Reporting. The Employee tab is active. Below the navigation, there are several sections: Employment Details, Bookmarks Plus, Time Reporting, Time Approval, Job Approver/Proxy Info for Time/Leave Reporting, Announcements from Payroll Office, Self-Service Banner / Personal Information, Banner INB, and Electronic W-2 Forms. The Electronic W-2 Forms section contains a link labeled "View/Print Your Electronic W2" which is highlighted with a red arrow and the text "Click Here".

2. Select the appropriate Tax Year, and then click the Display button

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

Tax Year: **1. Select the appropriate Tax Year**
 Employer or Institution:
 2. Click Display

[W-4 Employee's Withholding Allowance Certificate | W-2c Corrected Wage and Tax Statement]

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3. Click the Printable W-2 button

Select the Print button to print W-2 statement (for tax years 2005 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.

Status: Original
 As of Date: Jan 28, 2013

Form W-2 Wage and Tax Statement 2012

		a Employee's social security number	OMB No.	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)		1 Wages, tips, other compensation		2 Federal income tax withheld			
c Employer's name, address, and ZIP code Murray State University 200 Sparks Hall Murray KY 42071		3 Social security wages		4 Social security tax withheld			
		5 Medicare wages and tips		6 Medicare tax withheld			
		7 Social security tips		8 Allocated tips			
d Control number		9		10 Dependent care benefits			
e Employee's first name and initial Last name Suff.		11 Nonqualified plans		12 See Instructions for box 12			
		13 Statutory employee [] Retirement plan [] Third-party sick pay []					
		14 Other					
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	

Click Here

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4. Enter your myGate Password, and then click the Submit button

Enter your PIN and select Submit to obtain a printable form W-2.

myGate Password: ← **1. Type your myGate Password**
 ← **2. Click Here**

[[Make New Selection](#)]

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5. This is your printable W2. Please use the print functions on your browser to obtain the copies you need.

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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	

Form W-2 (Wage and Tax Statement)

2012

Department of Treasury - Internal Revenue Service

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