

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 (selected), Admin Tools, Money, Financial Aid, Academics, myTab, and Time/Leave Reporting. Below the tabs, there are several sections:

- Employment Details**: Includes a link to "Bookmarks Plus".
- Time Reporting**: Includes links for "Update Approval Proxies" and "Act as Superuser".
- Time Approval**: Includes a link for "Job Approver/Proxy Info for Time/Leave Reporting".
- Announcements from Payroll Office**: Includes "Payroll Calendars" (2013 and 2014 BW and MN payroll calendars) and "Late Leave / Time Reporting Penalties".
- Self-Service Banner / Personal Information**: Includes a link to "Click here to log in to Self-Service Banner" and a "Banner INB" section with a note about password requirements.
- Electronic W-2 Forms**: This section is highlighted with a red box. It contains a link to "View/Print Your Electronic W2" with a red arrow pointing to it 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]

RELEASE: 8.9

© 2014 Ellucian Company L.P. and its affiliates.

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

Instructions to View or Print Your Electronic W2

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

	a Employee's social security number	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.				
		OMB No.				
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 Retirement Third-party employee plan sick pay [] [] []				
		14 Other				
f Employee's address and ZIP code						
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

[Go Back](#)