Instructions for consenting to receive W-2 Form electronically

1. Login to your MyJSU account.
2. Look to the left for "Employee Links."
3. Click on "Tax Forms."
4. Click the second link - "Electronic W-2 Consent." Read the three paragraphs preceding "Selection Criteria."
5. Check the box under "My Choice" and to the right of "Consent to receive W-2 electronically."
6. Click "Submit."

Instructions for printing W-2 Forms

1. Repeat steps 1-3 above.
2. Click on the third link - "W-2 Wage and Tax Statement."
3. From the drop down menu, select the year.
4. Click "Display."
5. On the lower left of the page, select "Printable W-2."
6. For security purposes you will be required to re-enter your MyJSU password. You may print as many copies as needed.