

Printing W-2 Instructions

Log in to the [GWEB Information System](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a 'GET HELP' button. A navigation bar contains links for 'I want to', 'Services', 'Resources for', 'Alerts', 'Security', and 'About'. A sidebar on the left lists various services such as 'Telecommute', 'Log In To GWeb', 'About GWeb Access', 'Access Blackboard', 'Access Internet', 'Activate or access GW email', 'Chat with Martha', 'Download Software', 'Reset my email password', 'Reset my GWeb PIN', 'Reset my voicemail PIN', and 'Set up my office phone'. The main content area features the heading 'GWeb Sign-on' and the instruction 'Sign in using the appropriate button below.' Below this, there are two columns of buttons. The left column, titled 'Access with GW Email', contains three buttons: 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019'. The right column, titled 'Access with GWID & PIN', contains three buttons: 'Applicants', 'Former Faculty & Staff', and 'Alumni prior to 2019'. A red box highlights the 'Access with GW Email' heading. A yellow box with the text 'Click Current Students, Faculty/Staff, or Alumni as of 2019' has three red arrows pointing to the 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019' buttons. A paragraph of text explains that current students, faculty, staff, and alumni as of 2019 should use their GW email address (NetID@gwu.edu) and password, while former students should use their GWID and PIN.

Home ► I want to ► GWeb

GWeb Sign-on

Sign in using the appropriate button below.

Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address (NetID@gwu.edu) and password.

Former Students:
If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & Pin.

Access with GW Email	Access with GWID & PIN
Current Students	Applicants
Current Faculty & Staff	Former Faculty & Staff
Alumni as of 2019	Alumni prior to 2019

Click Current Students, Faculty/Staff, or Alumni as of 2019

❖ Use your [@gwu.edu](#) email address

File Edit View History Bookmarks Tools Help

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=pmenu.P_Main

Most Visited Google eLauncher by Evisions SecureTransfer MyGW CIS Notifications SoftTime Online B of A B2Bi PNC B of A CashPro FedEx

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC **GWeb** INFORMATION SYSTEM

Personal Information Menu **Employee Information Menu** GW Alert Login Portal

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Employee Information

The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained herein is incorrect due to a clerical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to Human Resources, Benefits Administration or Payroll Services.

Please note the new menu item below. The Employee Information menu item will launch the new Banner 9 Employee Self-Service application where you will now find Labor Redistributions among other more modern features. Click [here for the Labor Redistribution User Guide](#).

- Employee Information NEW**
 - Labor Redistributions
 - Effort Reporting
 - Employee Profile
- Retirement Benefits**
 - Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-343-0860 to access your account. If you are a new participant, you will need to allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contribution rate, or change your investment selections. For additional information, visit the [Benefits](#) website.
- Health and Welfare Benefits**
 - Please visit [EasyEnroll](#) to newly enroll in the health and welfare plans, make changes to your enrollment, or view your enrollment. For additional information, visit the [Benefits](#) website.
- Pay Information**
 - View your Pay Stubs
 - View your Direct Deposit breakdown.
 - View your Modify Direct Deposit.
 - View your Earnings History.
 - View your Deductions History.
 - View your D.C. Wage Notification
 - View your Easy View Paycheck - On-Line Direct Deposit Notification
- Tax Forms**
 - View W-4 information.
 - Print your W2-Form**

Under the Employee Information Menu Tab Choose Tax Forms

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC **GWeb** INFORMATION SYSTEM

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Search Go

RETURN TO MENU SITE MAP HELP EXIT

Tax Forms

- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings Statement
- W-2c Corrected Wage and Tax Statement
- Electronic W2 Consent

RELEASE: 8.9.16

Click W-2 Year End Earnings Statement

Select the Tax Year from the Drop Down and Click Display

Search Go

Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 statement to view and click the View W-2 button.

Tax Year:
 Employer or Institution:

[[W-4 Tax Exemptions/Allowances](#)]

RELEASE: 8.19.1G

Click here to print the IRS instructions to go with your W-2

Search Go

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

W-2 Year End Earnings Statement

Select the **PRINT** button at the bottom of the page to display the **official, IRS-approved** W-2 statement (for tax years 2006 forward) for printing. Then click on the Printer icon on the toolbar or select File/Print from the dropdown menu. If the W-2 does not fit on one page, you can print it in landscape format by selecting File/Page Setup/Landscape. You may need to print multiple copies for submission to federal, state and local entities. Instructions for your Form W-2 (usually found on the back of the paper W-2) can be found at: [click here](#). If you have any questions please contact Payroll Services at 571-553-4277 or email us at payroll@gwu.edu.

Status: Original
 As of Date: 01/12/22

Form W-2 Wage and Tax Statement 2021

b Employer identification number (EIN) 53-0196584		c Employee's social security number XXX-XX-1111		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.	
1 Wages, tips, other compensation 53880.82		2 Federal income tax withheld 3534.59		3 Social security wages 53880.82		4 Social security tax withheld 3340.61	
c Employer's name, address, and ZIP code George Washington University 45155 RESEARCH PL, SUITE 155 ASHBURN VA 20147		5 Medicare wages and tips 53880.82		6 Medicare tax withheld 781.27		7 Social security tips	
d Control number 8444		8 Allocated tips		9		10 Dependent care benefits	
e Employee's first name and initial Last name Suff. Jane Doe 1111 Main St. Washington, DC 20052		11 Nonqualified plans		12 See Instructions for box 12 C 12.24 BB 2648.90 DD 7357.68		13 Statutory employee [] Retirement plan [] Third-party sick pay []	
f Employee's address and ZIP code		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	

[[Select the tax year and employer/institution for W-2](#)]

Click Printable W-2 to create the official IRS approved Form W-2

Use your Browser's Print command to Print copies or Save as a pdf

The screenshot shows a web browser window displaying a Form W-2 preview. The browser's address bar shows the URL `https://banweb.gwu.edu/PRODCartridge/bwplotxs.P_Print_Preview`. The page content is a Form W-2 for the year 2021, with the following data:

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.					
XXX-XX-1111		OMB No. 1545-0008					
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld			
53-0196584		53880.82		3534.00			
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld			
George Washington University 45155 RESEARCH PL, SUITE 155 ASHBURN VA 20147		53880.82		3340.61			
		5 Medicare wages and tips		6 Medicare tax withheld			
		53880.82		781.27			
		7 Social security tips		8 Allocated tips			
d Control number		9		10 Dependent care benefits			
8444							
e Employee's first name and initial		11 Nonqualified plans		12 See Instructions for box 12			
Last name				C 12.24			
Jane Doe		13 Statutory employee plan		BB 2648.90			
1111 Main St.		Third-party sick pay		DD 7357.68			
Washington, DC 20052		[]					
f Employee's address and ZIP code		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	

Form W-2 Wage and Tax Statement 2021 Department of Treasury - Internal Revenue Service

The browser's print menu is open, showing options such as 'Print', 'Web capture', 'Share', 'Find on page', 'Read aloud', 'Settings', and 'Help and feedback'. The 'Print' option is highlighted.