1. **Enter *myWM*, selecting *Banner Self Service* and log in using your WM user id and password.**
2. **Select *Employee>Tax Forms.***



1. **To make changes to your Federal tax withholdings (Form W-4):**
	1. Select *W-4 Tax Exemptions/Allowances.*

 

b. Your current W-4 information will be shown on this screen, to make changes select *Update*

(located at the bottom of the screen).



1. Complete the required (\*) fields, using the drop down boxes as provided. The “Deduction Effective” date will default to the first available change date, based upon your last pay date. Select “*Certify Changes*” at the bottom of the page to continue the update process.



1. To certify that the information which you have provided is accurate and complete, enter your

 *myWM* password and then click on the “*Submit*” button.



1. You will then see the Tax Update Confirmation screen, confirming that your changes were

successfully completed.



1. **To elect to receive Form W-2 electronically:**
	1. Select *Electronic W2 Consent.*

 

 b. Read the statement and check the box next to *Consent to receive W-2 electronically.*



1. Select the *Submit* button and you are done! You can now access your W-2 from any computer, tablet or mobile device whenever you need.
2. **To view and print Form W-2 in Banner Self Service:**
	1. Select *W-2 Year End Earnings Statement*



* 1. Select the tax year from the drop down menu and then click on *Display*.

 

 c. View your W-2 on this screen, or to print your W-2 on plain paper, click on *Printable W-2*.







1. You will be prompted to enter your password, then click on “S*ubmit”* to access the printable version of your W-2.



***The Payroll Office will publish announcements in The Digest, as well as communicate directly to the departments, as soon as electronic W-2’s are available. Watch for them upon our return from Winter Break!***

***If you have any questions, please contact the Payroll Office at 757-221-2848.***