Access the [GWWeb Information System](#) and follow these steps to print your electronic form W2 and IRS instructions.

1. Choose the Employee Information Tab.
2. Enter the Tax Forms section.
4. Click Display.
5. Choose the year you wish to print.
You are now required to re-enter your GWeb PIN prior to viewing and printing your official W-2.

Click Submit.

Use your browser’s print command to print copies for your records plus federal and state tax returns. You may need to change the printer settings to landscape mode.

Click Go Back to return to GWeb.

Print the IRS instructions to go with your Form W-2.