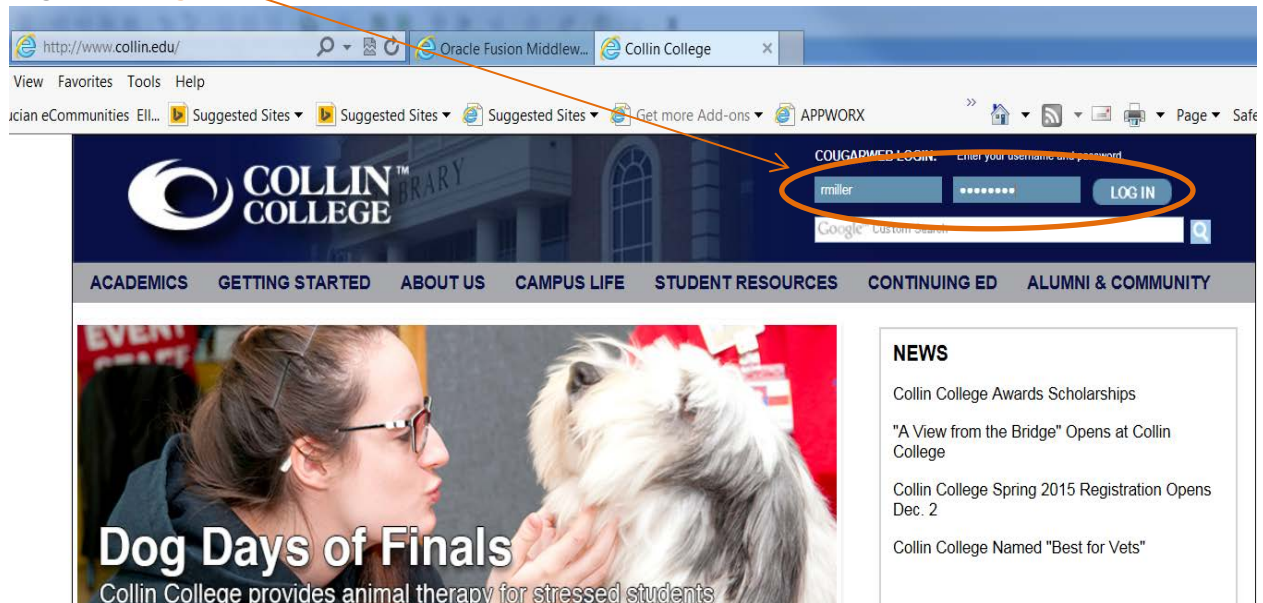
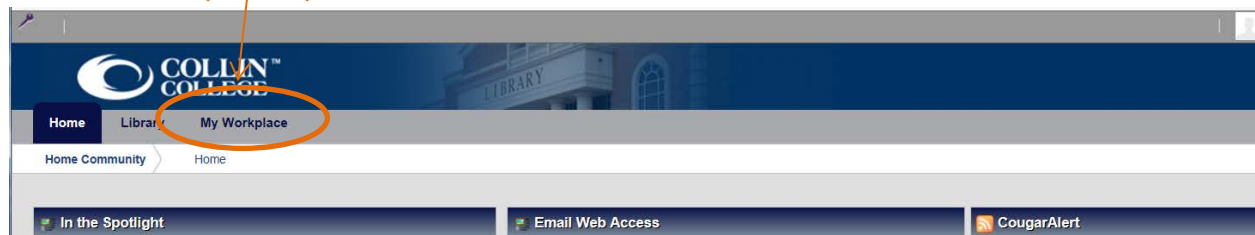


Printing your W-2

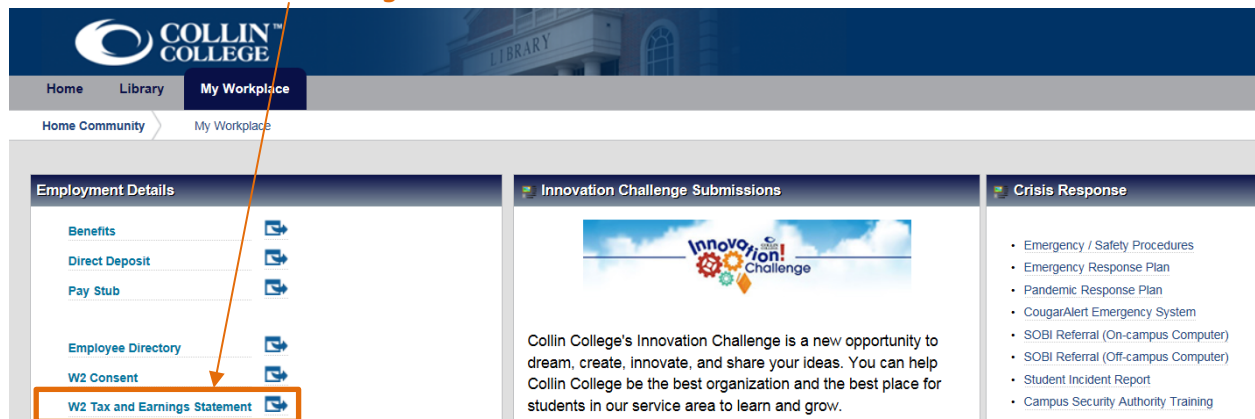
Log into CougarWeb



Click on the My Workplace



Click on W2 Tax and Earnings Statement



Select Tax Year: 2015

Employer or Institutions: Collin County Comm College

Click Display

The screenshot shows a web interface for a W-2 Wage and Tax Statement. At the top, there are tabs for 'Personal Information', 'Employee', and 'Finance'. Below these is a search bar with a 'Go' button. The main heading is 'W-2 Wage and Tax Statement'. A note says: 'You may adjust the display size by selecting View in the menu at the top of your browser.' Below this, there are two dropdown menus: 'Tax Year:' set to '2013' and 'Employer or Institution:' set to 'Collin County Comm College'. At the bottom left, there is a 'Display' button. Orange circles and arrows highlight the '2013' dropdown, the 'Collin County Comm College' dropdown, and the 'Display' button.

Personal Information Employee Finance

Search Go

RETURN TO

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: 2013 ▼

Employer or Institution: Collin County Comm College ▼

Display

Your W2 will populate and show up on the screen.

At the bottom of your W2 click on the Printable W-2

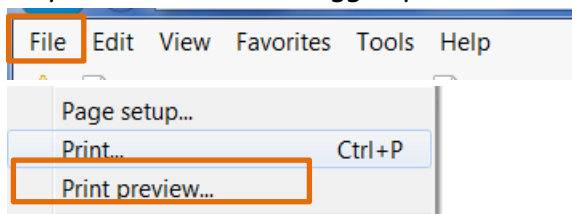
The screenshot shows a portion of the W-2 form. It includes the heading 'Employee's address and ZIP code' and a table with columns '15 State' and 'Employer's state ID num'. Below the table, there is a button labeled 'Printable W-2'. An orange circle and arrow highlight the 'Printable W-2' button.

Employee's address and ZIP code

| 15 State | Employer's state ID num |
|----------|-------------------------|
| | |

Printable W-2

If you want it a little bigger you can click on File>Print Preview



Change it to Landscape

