

# How to find your W-2 form (student employees only)

Payroll sends out instructions via a campus announcement every January, so employees will know when the W-2 is available online.

## Instructions for viewing and printing your W-2 online:

1. Log into the Mt. SAC Portal (<https://inside.mtsac.edu/>)
2. Click on the "Student" tab.
3. In the Student Self Service channel, click on #32 "View Addresses and Phones."
4. Click on the "Employee" tab.
5. Click on "Tax Forms."
6. Click on "W-2 Wage and Tax Statement."
7. Change the Tax Year to the one you want and click "Display."
8. In the lower left corner of the screen, click "Printable W-2."
9. You will be prompted to enter your PIN which can be found by clicking on the Personal Information tab, then clicking on the Display PIN link, or by clicking on #40 "Display PIN" in the Student Self Service channel.
10. A printable version of your W-2 will appear. Use your browser's print button to print the W-2 (you may need to adjust the print settings such as printing in landscape mode).

## If you are having difficulty printing your W-2, you may need to change your browser's print settings by printing in landscape mode instead of portrait or by changing the margins.

- **Internet Explorer on Windows:** set all Margins to .5 and remove Page Setup for Headers & Footers
- **Chrome on Windows:** set Left and Right Margins to .2 and remove Page Setup for Headers & Footers
- **Mozilla/Firefox on Windows:** set Left and Right Margins to .2 and remove Page Setup for Headers & Footers
- **Safari on Macintosh:** set Left and Right Margins to .2 and remove Page Setup for Headers & Footers
- **We do not support Internet Explorer on Macintosh.**

If submitting a copy to the IRS with your tax return, you may need to trim the printed page to include only the form along with the form name and year at the bottom of the printed form.

Misalignment in box 12 and/or Box 14 can be caused by the Font/Text Size setting in your browser. You may need to adjust the Text Size setting to a smaller value in your Browser to reform at the alignment. This does not affect the printable or printed W-2 form and is only a display issue.