

Frequently asked questions about MyW2 Online W2 Access

1. What is MyW2?

MyW2 is an optional service for Anderson University employees beginning with 2007 W2s. It is an online service where you can view and print your W2. If you wish to access your 2008 W2 online, simply log on w2.anderson.edu and elect to consent to receiving your W2 online by January 23rd. If you would prefer to have your W2 mailed to you, simply do nothing as it will automatically be mailed to home address on record by January 31st.

2. How do I access MyW2?

Go to the website, w2.anderson.edu (<http://w2.anderson.edu/>) and login in as follows:

Access ID: Ravens
Username: Your University ID number (6) digits
Password: Last four (4) digits of your Social Security Number

3. Why do I have to consent to receiving my W2 electronically?

IRS regulations state that each employee who files a request to receive a W2 electronically must also provide his/her consent electronically. To consent electronically, simply log on to w2.anderson.edu and make the election. Please note that the deadline to consent is January 23rd.

By consenting to accessing your W2 online, you will not receive future W2s in the mail, but will instead be able to log-in to this website to retrieve your W2s as soon as they are posted (which will be earlier than you will receive it in the mail), and as often as you want. W2s will be available on this website beginning with the 2007 tax year and in future years. So, you will also have the ability to pull up historical W2s going forward.

4. When can I view and print my W2 if I have given consent to receive my W2 electronically?

You will receive an email on or before January 31st from the Business Office notifying you when it is ready.

5. What happens if I do not give consent to receive my W2 electronically?

You will continue to receive your W2 in the mail at your address of record (home address).

6. What if I change my mind and want to withdraw consent from receiving my W2 online?

Before January 23rd, 2009, log on to w2.anderson.edu and click on "Employee Consent" on the left-hand side of your screen. Click "Withdraw Consent" at the bottom of the box that comes up and click "Submit."

In future years, you will need to do this by December 31st of the tax year for which you want to resume receiving paper W2 forms. After you withdraw consent, you will no longer be able to access your W2 information on this website.

7. What do I do if my address is wrong on my W2?

An incorrect address does not invalidate your W2 and does not require a corrected W2. However, if you have given consent to receive your W2 online you may change your address and reprint your W2 at your convenience by logging on to w2.anderson.edu.

If you have not given consent, please update your address with Human Resources at your earliest convenience.

8. I did not give consent to receive my W2 electronically, how do I request a reprint of my W2 because I did not receive it in the mail, lost it, or accidentally destroyed it?

Please submit your reprint request by email to Suahil Housholder in the Business Office at srhousholder@anderson.edu. Due to the sensitive nature of information found on the W2, we will not send your form to third party without your written permission to do so.

For 2007 and 2008 W2s, if you made the election to receiving your W2 online, simply log on to w2.anderson.edu and reprint your W2. For prior years, please contact Suahil Housholder in the Business Office.

9. I did not give consent to receive my W2 electronically, when can I ask for a reprint of my W2?

Your request may be submitted to the Business Office at any time after February 6, 2009. We will begin processing reprint requests on Friday, February 13, 2009.

10. Who do I contact if I think my W2 is wrong?

Please contact Suahil Housholder in the Business Office.

11. I forgot my password. What do I do?

Go to the website, w2.anderson.edu, and click on the link "Forgot Password" at the top right-hand side of your screen. You will be prompted to enter your Access ID and Username. This will reset your password to the last four digits of your Social Security Number immediately. Should you continue to experience problems with your password, please contact Suahil Housholder in the Business Office.

12. I am trying to open the Adobe PDF file of my W2 and it's asking me for a password. What do I do?

The password is the last four digits of your Social Security Number.

13. Why do I need to provide an email address to the website?

If you click on "Forgot Password" per the instructions on the FAQ 15 "I forgot my password..." above, a temporary password will be sent you the email address provided.

14. How do I update my email address?

Login in to the website, w2.anderson.edu (<http://w2.anderson.edu/>), and choose "Update My Email" from the left-hand side of your screen. Type in your new email address and click "Update."

15. How do I update my mailing address?

Login in to the website, w2.anderson.edu (<http://w2.anderson.edu/>), and choose "Update My Address" from the left-hand side of your screen. Type in your mailing address and click "Change Address."

16. How do I know my information is secure?

Our provider, American Technology Solutions, Corp. (ATS), delivers the MyW2 web application with security measures in place to protect the loss, misuse and alteration of your W2 information. ATS takes great care to safeguard all W2 information by the use of network intrusion prevention and detection technology as well as other industry accepted security practices. Rest assured that your information is safe and secure.

Other W2 Frequently Asked Questions

1. What is the W2?

Form W2 is the Wage and Tax Statement issued by Anderson University (employer) to all employees. The form reports all income and tax withheld for the calendar year (January 1 to December 31).

2. How is the information on the W2 used?

AU is required to submit W2 information to the Social Security Administration and all taxes withheld to the IRS. The employee is responsible for filing with the IRS and State taxing authority his/her income tax.

3. Why do the year-to-date gross wages on my paycheck not match the Box 1 wages on my W2?

The wages reported in box 1 include only taxable gross wages. You must add all pre-tax deduction such as dental, flex plan, HSA, medical, vision, supplemental life insurance, and retirement contributions. In addition, if you had any taxable remitted tuition you must subtract these amounts to calculate your actual gross wages.

4. How is my tax calculated?

The amount of federal income tax withheld from every payroll check is based on what you elected as your filing status and the number of withholding exemptions you claim. This information is taken from the completed W4 form typically submitted at the time of hire. The form can be updated at any time by completing a new W4. The new W4 form replaces a previous completed form and will remain in effect until another form is completed and submitted to Human Resources.

If your W2 form does not include an amount in box 2, you may review your filing status and the number of withholding allowances you are claiming and determine if changes are necessary.

The W4 form can be found in the Human Resources Office or on the IRS website at:

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

If you are still experiencing difficulty with these or any other items related to your W2, please contact Suahil Housholder in the Business Office by email at srhousholder@anderson.edu or by phone x4115 for assistance.