Banner Self-Service W-2 Reprint Instructions

Banner Self-Service allows you to reprint your W-2 on demand. So, if you lose your original W-2, or need an additional copy for any reason, you have the ability to access and reprint your W-2 using Banner Self-Service.

Banner Self-Service W-2 reprints conform to federal and state government standards and can be used for filing your tax returns.

To access your W-2 via Banner Self-Service:

1. Go to http://mybama.ua.edu.
2. Click on the Employee tab. Banner Self Service is found on the top, left-hand corner of the page.

3. Click on the Employee Services folder.

4. Click on the Tax Forms folder.

5. Click on W2 Wage and Tax Statement.

6. Select the year from the drop down box. Click on Display.

7. If you wish to print the document, follow the printing instructions located at the top of the page.

For an explanation of the amounts and codes in the various boxes on the W-2 and for other W-2 information:

1. Go to http://mybama.ua.edu.
2. Click on the Employee tab. Banner Self Service is found on the top, left-hand corner of the page.

3. Click on the Employee Services folder.

4. Click on the Tax Forms folder.

5. Click on IRS Notice to Employee and Instructions for Employee.

If you have any questions, please call the HR Service Center at 348-7732.