

1. Login to
2. Click on            in the upper left corner and choose            from the list.
3. Click on            in the View box.
4. You will then see your tax forms listed by year.
5. If you would like to make changes to how you receive your W-2, you will click            and update your printing elections. Click            to save.

Tip: Tax documents are typically available electronically 2-3 weeks before paper copies are mailed out.

6. If you would like to download or print a copy of your W-2, you will click            next to the tax year that you wish to view.
7. A box will pop up that says "            ,"

Feel free to contact the Payroll Department with any questions.  
[payroll@tamuk.edu](mailto:payroll@tamuk.edu) or 361-593-4604