PLEASE NOTE

**IF YOU ARE OFF CAMPUS AND NOT USING VPN, YOU WILL NEED TO ACCESS YOUR W-2 THROUGH MYCHARLESTON**

2021 W-2 Forms are Available Online

W-2 forms for the 2021 tax year have been securely placed online for view/print. You can access your W-2 via MyPortal (https://myportal.cofc.edu).

ELECTRONIC CONSENT

If you have not previously given consent to access your W-2 form, you may do so by following the instructions found here.

ACCESSING YOUR 2021 W-2 ELECTRONIC FORM VIA MyPortal (myportal.cofc.edu)

1. Click on the **Employee Dashboard** Tile.

2. Click on **Taxes**

3. Click on **W-2 Wage and Tax Statement**

4. You will be prompted to log into **MyCharleston** using your username & password.
5. Choose tax year 2021 from the drop-down selection and click Display.

6. Click the Printable W-2 button below the form. This will display a printable version of your W-2 form that you can print through your web browser.

PRINTING INSTRUCTIONS
Once your form W-2 is displayed, click the “Printable W-2” button below the form. Please note that clicking the “Printable W-2” button only displays a print formatted version of your form W-2. You must still use your web browser to print this form (in most cases by selecting “File” from your drop-down options, then by selecting “Print”). Also, depending on the defaults of your web browser, you may find it necessary to change your print options to ensure the entire form W-2 is printed.

The recommended browser settings can be found below:
* Internet Explorer on Windows, set all Margins to .5
* Netscape on Windows, set Left and Right Margins to .2
Links to IRS instructions and an explanation of the amounts on the W-2 can be found below:

2021 W-2 Instructions

Explanation of 2021 W-2 Information