

An Explanation of the W2 form

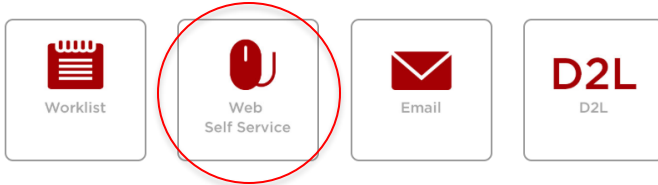
W-2 Form Explanation [Click here](#) for an explanation of the boxes on the W-2 form. W-2's are filed with the IRS and a copy is sent to the employee. It reports the employee's taxable wages and the amount of taxes withheld from his/her paycheck each year. The forms must be available to employees no later than January 31. *Note: Boxes 16-20 do not apply in the State of Tennessee. Tennessee does not have locality or state taxes and APSU does not withhold state tax for other states. If you provide APSU with electronic consent, you may get your W2 form up to two weeks earlier than if it were mailed. Follow the directions below to provide your electronic consent.

Log into One-Stop

Login to OneStop

Login

Click Web Self-Service



Click Employee Tab

Personal Information Student **Employee** Finance Financial Aid and Veterans Affairs Information Technology Requests

Click Tax forms

Direct deposit allocation, earnings and deduct

Tax Forms

W4 information, W2 Form or T4 Form.

Click Electronic W2 consent

Tax Forms

[W4 Tax Exemptions or Allowances](#)

[Electronic W-2 Consent](#)

[W-2 Wage and Tax Statement](#)

Check Consent to receive W2 and submit

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit