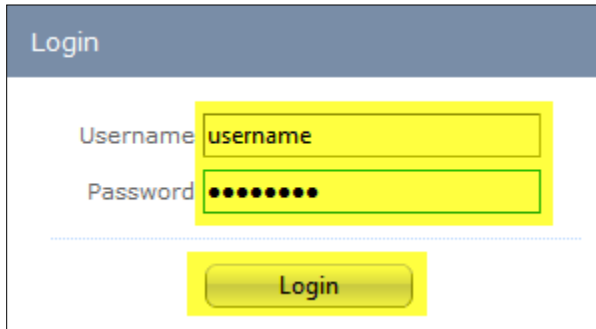


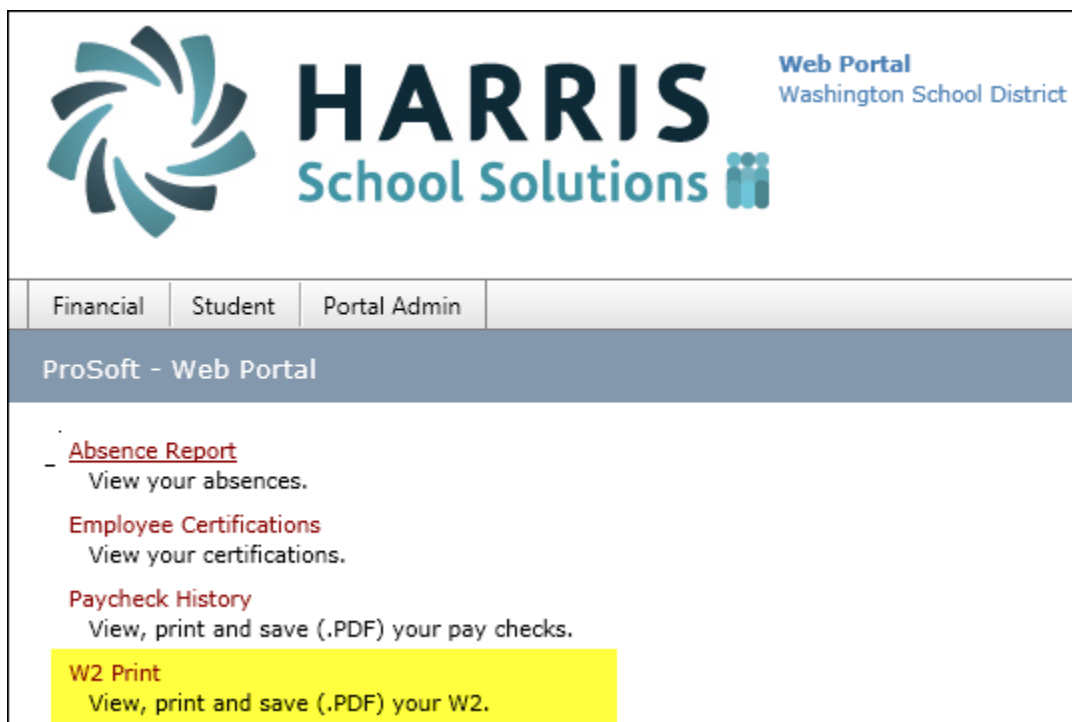
Viewing and Printing Your W2

1. Click the [link to the Web Portal](#), most likely on your school's website.
2. Enter your [username](#) and [password](#) then click [Login](#).





A screenshot of a login form. The form has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field contains the text "username" and the "Password" field contains seven black dots. Both input fields and the "Login" button below them are highlighted with a yellow border. The "Login" button is a rounded rectangle with the word "Login" in black text.

3. Please click [W2 Print](#):



A screenshot of the Harris School Solutions Web Portal. The top left features a teal logo of a stylized flower or sunburst. To its right is the text "HARRIS School Solutions" in large, bold, dark blue letters, with a small icon of three people to the right. Further right, in smaller blue text, it says "Web Portal" and "Washington School District". Below the header is a navigation bar with three tabs: "Financial", "Student", and "Portal Admin". Below the navigation bar is a dark blue header with the text "ProSoft - Web Portal" in white. The main content area lists several menu items: "Absence Report" (with a red underline), "Employee Certifications", "Paycheck History", and "W2 Print". Each item has a brief description below it. The "W2 Print" item and its description are highlighted with a yellow background.

- Your most recent W2 appears. You can use the **Select Year** dropdown to view historical W2's.
- To *print* a copy of your W2, click the **Print icon**.  **Choose a printer** and click **Print**.
- To *save* a copy of your W2, click the **Save icon**.  **Choose a folder** to save the .PDF into.

W2 Print

Select Year
2017

a Employee's social security number 000-00-0000		OMB No. 1545-0045			
b Employer identification number (EIN) 25-0000000	1 Wages, tips, other compensation 39173.84	2 Federal income tax withheld 5042.85			
c Employer's name, address, and ZIP code Washington School District 311 Allison Ave Washington PA 15301	3 Social security wages 47217.40	4 Social security tax withheld 2927.54			
	5 Medicare wages and tips 47217.40	6 Medicare tax withheld 684.63			
	7 Social security tips	8 Allocated tips			
d Control number	9	10 Dependent care benefits			
e Employee's first name and initial Last Name Suff. AAAA AAAA 000 AAAAAA AVENUE WASHINGTON PA 15301-3815	11 Nonqualified plans		12a E 4579.40		
	13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b		
	14 Other SSP-631402 52.00 PA UC 37.76 PSERS 3,464.16		12c 12d		
f Employee's address and ZIP code					
15 State PA 00-000000	16 State wages, tips, etc. 47217.40	17 State income tax 1449.60	18 Local wages, tips, etc. 47217.40	19 Local income tax 772.09	20 Locality name 00-000000

Form **W-2** Wage and Tax Statement **2017** Department of the Treasury - Internal Revenue Service
Copy 1 - For State, City or Local Tax Department.