



## **2017 Form W-2 Now Available on Employee Self-Service System**

Rensselaer's Payroll Office is pleased to announce to all members of the campus community that the **2017 W-2** information is now available via the Rensselaer Self-Service Information System.

To view your personal information, simply sign into the [RSS or SIS website](#), and then use the following steps to access the W-2 forms:

1. Click **Human Resources/Payroll Menu**.
2. Click **Tax Forms**.
3. Click **W-2 Year End Earnings Statement**.
4. Click **2017 DISPLAY**

The W-2 year-end statement which appears is your actual W-2 form, and you can feel free to print the form for your records and/or to file it with your personal 2017 income tax return.

If you cannot access your W-2, then you have not elected to receive your W-2 in electronic format. If you wish to do so now, please follow these simple instructions:

### **Instructions to Receive Electronic-Only W-2s and Eliminate the Paper Format:**

If you have previously given consent you do not need to do it again.

- Sign into [RSS.RPI.EDU](#) or [SIS.RPI.EDU](#) (student employees)
- Enter your secure ID and Password
- Click on Human Resources/Payroll Menu
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Check the Box "Check To Receive W-2 Electronically"  
The check mark in the My Choice box means you have previously given consent.
- Click Submit
- Now you can follow the instructions above to obtain your W-2.

My Choice

The Payroll Office will generate paper W-2 forms only for those individuals who did not elect to receive their W-2 in electronic format and for people who are not currently employed at RPI. These forms will be mailed on January 31, 2018

If you are a non-resident alien for tax purposes, please see the ["Taxes" section](#) of the Dean of Students' International Services for Students and Scholars webpage for additional information.