2015 W-2 Availability

The Rensselaer Self-Service Information System now has the 2015 Form W-2 information available. Simply sign into rss.rpi.edu to view your personal W-2 information. The navigation path to the W-2 forms is as follows:

Click on: Human Resources/Payroll Menu
Click on: Tax Forms
Click on: W-2 Year End Earnings Statement
Click on: 2015 DISPLAY

The W-2 Year End Statement which appears is your actual W-2 form. Please print the form for your records to file with your personal income tax return. If you do not see your W-2 then you have not given consent to receive your W-2 in electronic format. To provide consent follow these instructions:

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

- 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" (If the box is checked you have consented)
- Click Submit

The Payroll Office will generate paper W-2 forms for those individuals who did not elect to waive printing. These forms will be mailed to your permanent address by January 29, 2016.

If you are a non-resident alien for tax purposes, please see the International Services for Students & Scholars Home Page http://doso.rpi.edu/update.do?artcenterkey=876 and reference the Taxes Link for additional information.

Rensselaer Payroll Office