



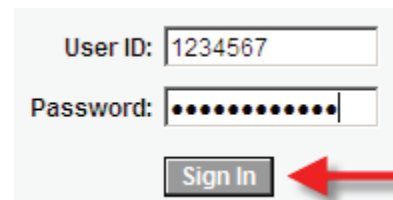
How Do I View & Print My W-2 Information?

1. Access the District Web Site at www.palmbeachschools.org
Click on the link at the top for 'Employees'.

2. On the right side of the page, click on **Self Service**.
(If you receive a message about enabling cookies, please clear your cache and return to Step #1. If you receive an error about security, please click **Sign Out** and return to Step #1.)



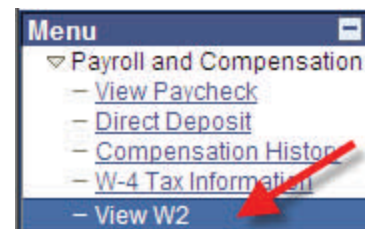
3. Enter your **User ID** and **Password** and then click on the **Sign In** button.
(If you don't know your User ID and/or Password, please click on the **Forgot Password** button on the District Web Site, and follow the instructions.)



4. At the **Self Service Menu**, select **Payroll and Compensation**.

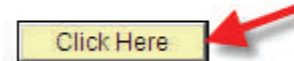


5. At the **Payroll and Compensation Menu**, select **View W2**.



6. To view and/or print your W-2, click on the **Click Here** button.
A second window will open with your **Form W-2 Wage and Tax Statement for 2009**. To print, click on the

To View and Print W2: 2009



Form W-2 Wage and Tax Statement 2009			
c Employer's name, address, and ZIP code School Dist of Palm Beach C FULTON-HOLLAND ED S 3300 Forest Hill Boulevard West Palm Beach FL 33406 USA		7 Social Security tips 10680.00	1 Wages, tips, other compensation 10680.00
e Employee's name, address, and ZIP code JAMES P. DOE 3300 Forest Hill Blvd. West palm Beach, FL 33406 USA		6 Allocated tips 10680.00	2 Federal income tax withheld 1524.29
b Employer identification number (EIN) 59-6000783		9 Advance EIC payment 10680.00	3 Social security wages 10680.00
A Employee social security number 123.45.6789		10 Dependent care benefits	4 Social security tax withheld 662.16
13 Statutory employee <input type="checkbox"/>		11 Nonqualified plans	5 Medicare wages and tips 10680.00
Retirement Plan <input type="checkbox"/>		12e	6 Medicare tax withheld 161.62
Third party Sick pay <input type="checkbox"/>		14w - S12s	
15 State Employer's state ID number	16 State wages, tips, etc.	14x - 401R	
17 State income tax		14y - Benzor	
18 Local wages, tips, etc.		14z - 401A	
19 Local income tax		20 Locality Name	
Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return.			
Dept. of the Treasury - IRS			