

W2 Address

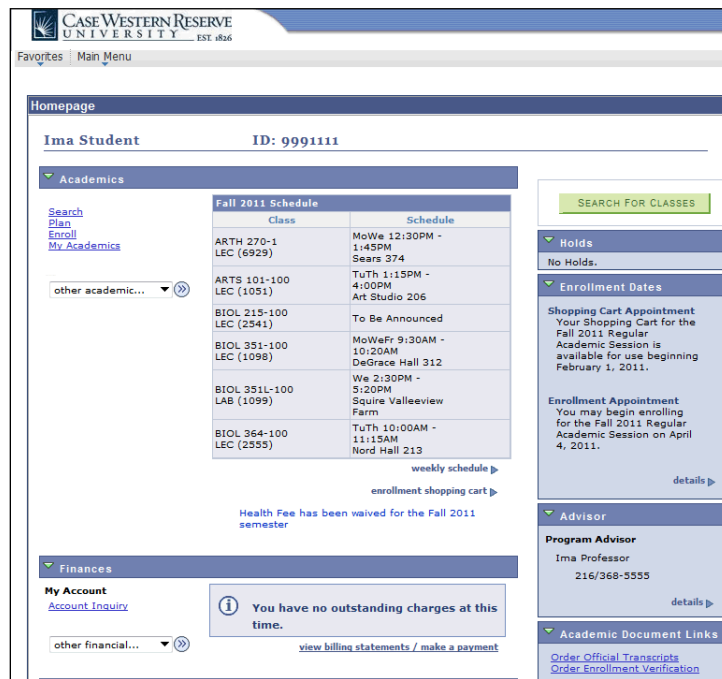
Concept

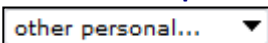
Each fall semester as the calendar year reaches its close, student employees are asked to enter an address into the SIS that is specifically for the purpose of mailing their W2 tax form. This topic will explain how to enter an address into the W2 address type in the SIS.

SIS_SC_W2

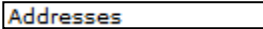

Procedure

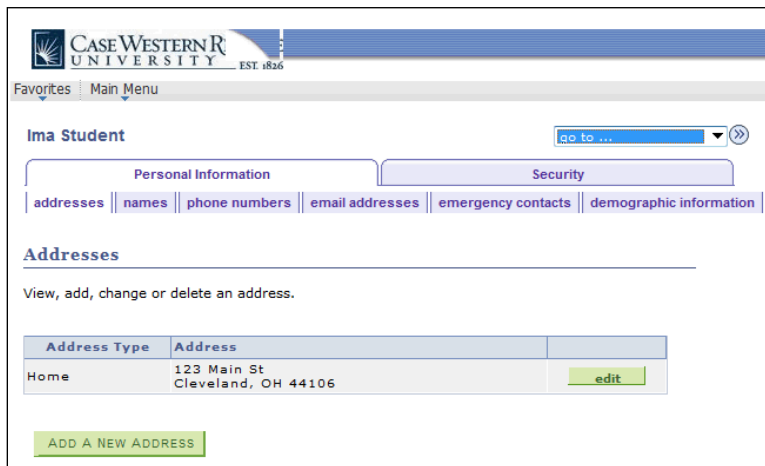
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

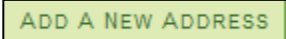


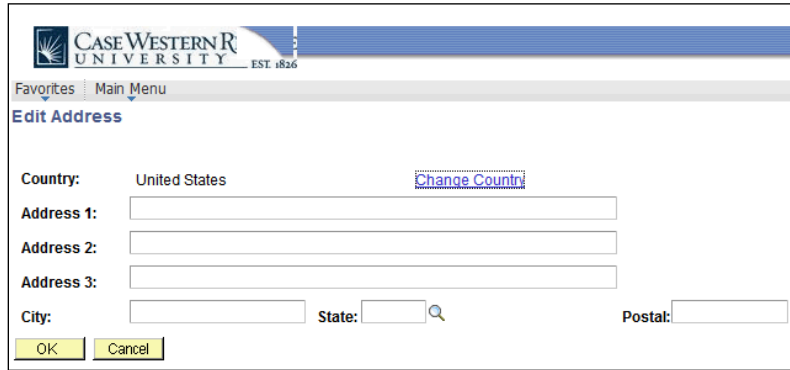
Step	Action
1.	Your Student Center appears. Scroll to the Personal Information section at the bottom of the screen.
2.	Click the other personal dropdown field. 




Step	Action
3.	Click the Addresses list item. 
4.	Click the Go button. 

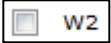



Step	Action
5.	The Addresses screen appears. Click the Add a new address button. 
6.	The Edit Address screen appears. The Country field displays "United States." All W2 addresses must be US addresses per the University's policy. If a W2 must be sent to a foreign address, please contact the Payroll Department at 216.368.4290 or email <i>payroll@case.edu</i> .




Step	Action
7.	Enter the address to which your W2 form should be sent. Please note: this form is required for income tax preparation. It should be sent to an address from which you can easily retrieve the form in time to complete your taxes by the established deadline.
8.	Click the OK button. 



Step	Action
9.	The Add a New Address screen appears. Locate the Address Types box and click the W2 checkbox. 
10.	Click the Save button. 

Student Information System Process Document
W2 Address

Step	Action
11.	Click the OK button. 
12.	This completes the process of entering an address for your W2 form. End of Procedure.