

Directions for accessing your electronic W-2/1042-S (for 2006 and Later)

Access the form via the Virginia Tech Student, Faculty and Employee Information Gateway (hokiespa.vt.edu) or by using the quick link option to the Hokie SPA available on the Virginia Tech homepage.

- Login using your PID and Password
- Hokie Team
- Tax Forms
- W-2 Year End Earnings Statement
- SUBMIT
- Select the Year (the most recent year will default)
- Display

To print an IRS acceptable copy of your electronic W-2/1042-S

1. Select the print button at the bottom left of the page
2. On the top left of the page select File, Page Set-up, set the page orientation to **landscape**, click on OK; then select File, Print, click on print (or just click on the printer icon at the top right)
3. Print as many copies as necessary. (Usually 4 copies—federal, state, local, employee)

Note: Printing options may vary slightly depending on the internet browser you use and your personal settings.

To see a computation of your taxable earnings, please refer to the Taxable Earnings section of your December 31st pay stub on the Hokie Team Menu.

NOTE - You will only receive a 1042-S if you are a non-resident alien for tax purposes and receive income types that are not reportable on a W-2.