

GMU PatriotWeb W-2s – Frequently Asked Questions

1. If I print out my W-2 from Patriot Web, can I really send it in with my taxes?

Yes – The “Printable W-2” button on the bottom left of the W-2 viewing screen will create a version of the on-line W-2 which is 100% acceptable to the IRS and can be submitted with your taxes.

2. Why do I have to re-enter my password when I go to the “Printable W-2” screen?

Mason has implemented an extra level of security to protect your sensitive information. The “Printable W-2” screen displays your actual Social Security Number. The W-2 which you can view on the previous screen has the SSN masked. Your password must now be entered in order to access the screen with the visible SSN.

3. I go to the “Printable W-2” screen, but there is no “Print” button. What do I do?

In order to print an acceptable W-2, use the print capabilities of the Web browser on your computer (Internet Explorer, Firefox etc.). Just choose File/Print and select the number of copies.

4. I need multiple copies of my W-2 to submit. Can I print more than one?

Yes – Using the print function in your internet browser, you can print as many copies as you need. You can even go back in and print more copies if you discover you don’t have enough, or happen to lose a copy.

5. Why are the on-line W-2s available earlier than the mailed W-2s?

George Mason University is pleased to be able to provide early electronic W-2 access to all Mason employees each year. This service provides maximum flexibility for tax filing and financial planning. George Mason is also encouraging the use of electronically accessed W-2s in order to save time and money. HR/Payroll waits until the end of January to mail out W-2s in order to allow the maximum number of employees to choose the electronic option. It’s the greener way to go!

6. I agreed to receive an electronic W-2 last year. Do I need to agree again this year?

No – the acceptance status is retained from the previous year. If you were new to George Mason in 2017, or chose not to accept an electronic W-2 previously, please view your W-2 by **1/27/18** in order to avoid having a paper copy sent.

7. Do I need to print the W-2 as soon as I view it?

No – that’s one of the many benefits of accepting an electronic W-2. Once you have clicked the acceptance button, you can wait and print the W-2s when you are ready to use them. No worrying about lost paper W-2s! A paper copy can even be printed out after the tax filing deadline – in case you filed for an extension.

8. Can I download my W-2 directly into my tax program (TurboTax etc.)?

No – Due to security concerns, there is no direct interface between Mason’s Banner payroll system and any commercial tax program.

9. If I leave George Mason University, will I still be able to access my W-2 on-line?

Yes- As long as you remember your logon and password, your W-2 will be available on-line, even if you no longer work for George Mason.

10. Does choosing to receive my W-2 electronically really save that much money? It's only one set of W-2s!

Last year, George Mason University created over 14000 W-2s. The HR/Payroll department had to print about 3700 and mail them out. That's a lot of paper, ink, postage and time! Every W-2 accessed electronically reduces these costs.

11. Who do I contact if I have other questions or problems?

Please contact the HR/Payroll W-2 Hotline at 703-993-2311 or w2info@gmu.edu.