My Info Instructions

Go to the DCC home page www.dawson.edu

On the bottom of the page click on MyInfo
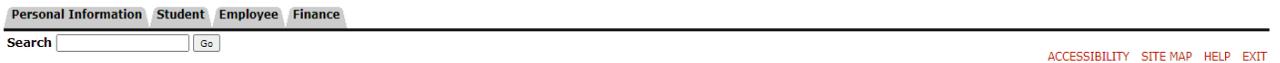

Your user ID is your D161#

Initial password to get logged on is your date of birth MMDDYY

Once you get into myinfo. Click on employee tab

Click tax forms

| Personal Information | Student | **Employee** | Finance |

Search [_____] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Employee

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
W4 information, W2 Form.
Jobs Summary
Leave Balances

RELEASE: 8.9.1

Click W-2 and Tax Statement

| Personal Information | Student | **Employee** | Finance |

Search [_____] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Tax Forms

W-4 Employee's Withholding Allowance Certificate
Electronic Regulatory Consent
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
1095 Employer-Provided Health Insurance Offer and Coverage Statement

RELEASE: 8.9.1

Select 2021 and hit display

| Personal Information | Student | **Employee** | Finance |

Search [_____] Go

RETURN TO TAX MENU   SITE MAP   HELP   EXIT

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: [Select ▾]
Employerr or Institution: [Dawson Community College ▾]

[Display]

[W-4 Employee's Withholding Allowance Certificate | W-2c Corrected Wage and Tax Statement]

To print W-2, click printable W-2 at the bottom of the screen.

[Printable W-2]

[Make New Selection | W-4 Employee's Withholding Allowance Certificate]

If you have any questions, please contact:

Ashton Copp	Tammy Reed
Human Resources Assistant	Assistant Business Manager
406-377-9430	377-9402
acopp@dawson.edu	treed@dawson.edu