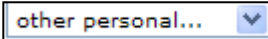





Adding a W2 Address

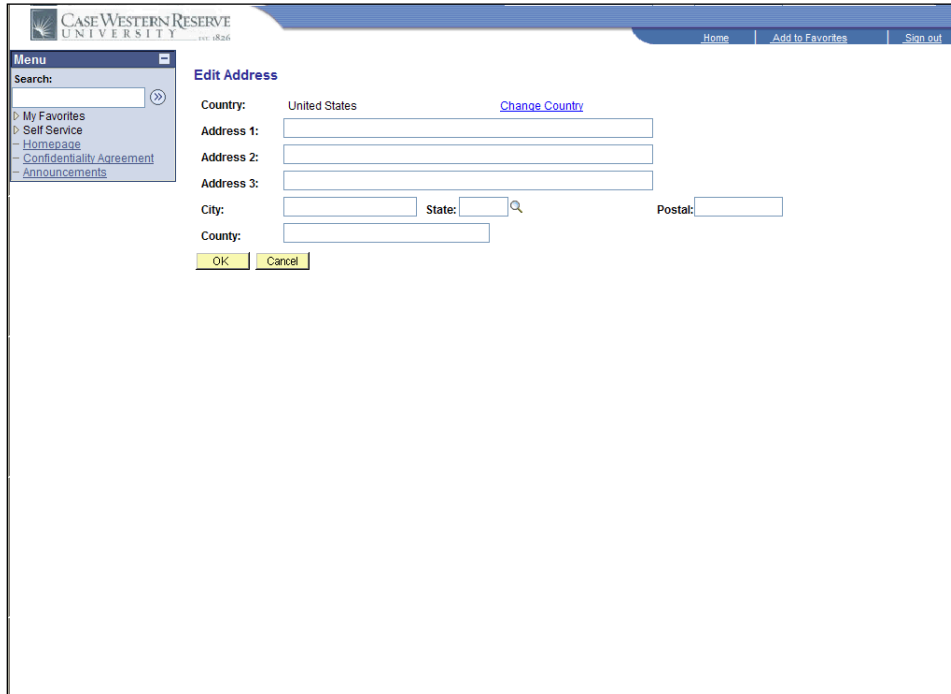
Procedure

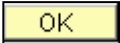
Use these directions to add an address to which your W2 form can be sent.



Step	Action
1.	Begin by going to www.case.edu/sis . Log into the SIS using your Case Network ID and its associated password. The Student Center appears.
2.	At the bottom of the screen is the Personal Information section. Click the other personal... dropdown list. 
3.	Click the Addresses list item. 
4.	Click the Go button. 
5.	The Addresses screen appears. Click the Add a New Address button. 

Adding a W2 Address



Step	Action
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 payroll@case.edu.
7.	Enter the street address into the Address 1 field.
8.	If necessary, utilize the Address 2 and Address 3 fields to complete the street address or location, if needed.
9.	Enter the city into the City field.
10.	Enter the two letter abbreviation of the state into the State field, or click the magnifying glass button for a list of state abbreviations.
11.	Enter the appropriate zip code into the Postal field.
12.	Click the OK button. 



Case Western Reserve University

Home Add to Favorites Sign out

Menu

Search: []

- My Favorites
- Self Service
- Homepage
- Confidentiality Agreement
- Announcements

Abigail Abbey

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

123 Tax Street
Cleveland, OH 44106 [Edit Address](#)

Date new address will take effect: 12/10/2008 [by](#) (example: 12/31/2000)

SAVE

[Return to Current Addresses](#)

Address Types

- Home *
- Current
- Billing
- Business
- W2

Step	Action
13.	The Add a New Address screen appears. In the Address Types box select the W2 checkbox. <input type="checkbox"/>
14.	Click the Save button. SAVE
15.	The Save Confirmation screen appears. Click the OK button. OK
16.	This completes the process of adding a W2 address in the SIS Student Center. End of Procedure.