





Viewing and Printing W2/W2Cs

1.	<p>Begin by navigating to the View W-2/W-2c Forms page.</p> <p>Click the NavBar on the top right of the page. </p>
2.	<p>Click Navigator Icon on the right. </p>
3.	<p>Click "Self Service" and then "Payroll and Compensation." Then click View W-2/W-2c Forms link.</p>
4.	<p>Use the View W-2/W-2c Forms page to view and/or print your forms.</p> <p>Note: In the event that a correction to your W-2 is required, you will see a W-2c.</p>
5.	<p>You will select the form for a particular tax year.</p> <p>Click the View a Different Tax Year link.</p> <p>View a Different Tax Year</p>
6.	<p>Use the Select Tax Year page to select the particular year. UMass provides the forms beginning with 2009.</p>
7.	<p>Return to the View W-2/W-2c Forms page.</p> <p>Click the View W-2/W-2c Forms link in the menu bar.</p> <p>View W-2/W-2c Forms</p>
8.	<p>Click the Year End Form link.</p> <p>Year End Form</p>
9.	<p>Your W-2 Wage and Tax Statement opens in a new window.</p>
10.	<p>You can view your W-2 Wage and Tax Statement. If you wish, you can print the statement using your local computer and printer.</p>
11.	<p>Click the Close button.</p> <p></p>

12.	Click the UMASS W2 Information link. UMASS W2 Information
13.	You can view the W2 Information page . If you wish, you can print the statement using your local computer and printer.
14.	The Tax Reporting information page displays in a new window.
15.	Click the Close button. 
16.	Congratulations! You have successfully viewed and printed your W-2 form. End of Procedure.