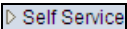
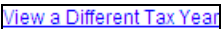

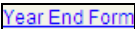

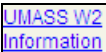



Viewing and Printing W2/W2Cs

1.	<p>Begin by navigating to the View W-2/W-2c Forms page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Payroll and Compensation link.</p>
3.	<p>Click the 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><i>Note:</i> 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> 
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> 
8.	<p>Click the Year End Form link.</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> 
12.	<p>Click the UMASS W2 Information link.</p> 
13.	<p>You can view the W2 Information page. If you wish, you can print the statement using your local computer and printer.</p>
14.	<p>The Tax Reporting information page displays in a new window.</p>

15.	Click the Close button. 
16.	Congratulations! You have successfully viewed and printed your W-2 form. End of Procedure.