## Viewing and Printing W2/W2Cs

1. Begin by navigating to the **View W-2/W-2c Forms** page. Click the **NavBar** on the top right of the page.

2. Click the **Navigator** Icon on the right.

3. Click "Self Service" and then "Payroll and Compensation." Then click the **View W-2/W-2c Forms** link.

4. Use the **View W-2/W-2c Forms** page to view and/or print your forms.

   **Note:** In the event that a correction to your W-2 is required you will see a W-2c.

5. You will select the form for a particular tax year. Click the **View a Different Tax Year** link.

6. Use the **Select Tax Year** page to select the particular year. UMass provides the forms beginning with 2009.

7. Return to the **View W-2/W-2c Forms** page. Click the **View W-2/W-2c Forms** link in the menu bar.

8. Click the **Year End Form** link.


10. You can view your **W-2 Wage and Tax Statement**. If you wish, you can print the statement using your local computer and printer.

11. Click the **Close** button.

12. Click the **UMASS W2 Information** link.

13. You can view the **W2 Information page**. If you wish, you can print the statement using your local computer and printer.

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<td>15.</td>
<td>Click the <strong>Close</strong> button.</td>
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| 16. | Congratulations! You have successfully viewed and printed your W-2 form.  
**End of Procedure.** |