

## **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 Navigator Icon on the right.  Service" and then "Payroll and Compensation." Then click 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.  New a Different 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 link in the menu bar.  Service W-2x Forms  8. Click the Year End Form link.  Year End Form  9. Your W-2 Wage and Tax Statement opens in a new window.  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.		
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12.	Click the UMASS W2 Information link.
	UMASS W2 Information
13.	You can view the <b>W2 Information page</b> . 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.
	X.
16.	Congratulations! You have successfully viewed and printed your W-2 form.
	End of Procedure.