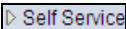
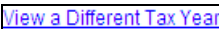



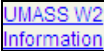



## Viewing and Printing W2/W2Cs

1.	<p>Begin by navigating to the <b>View W-2/W-2c Forms</b> page.</p> <p>Click the <b>Self Service</b> link.</p> 
2.	<p>Click the <b>Payroll and Compensation</b> link.</p>
3.	<p>Click the <b>View W-2/W-2c Forms</b> link.</p>
4.	<p>Use the <b>View W-2/W-2c Forms</b> 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 <b>View a Different Tax Year</b> link.</p> 
6.	<p>Use the <b>Select Tax Year</b> page to select the particular year. UMass provides the forms beginning with 2009.</p>
7.	<p>Return to the <b>View W-2/W-2c Forms</b> page.</p> <p>Click the <b>View W-2/W-2c Forms</b> link in the menu bar.</p> 
8.	<p>Click the <b>Year End Form</b> link.</p> 
9.	<p>Your <b>W-2 Wage and Tax Statement</b> opens in a new window.</p>
10.	<p>You can view your <b>W-2 Wage and Tax Statement</b>. If you wish, you can print the statement using your local computer and printer.</p>
11.	<p>Click the <b>Close</b> button.</p> 
12.	<p>Click the <b>UMASS W2 Information</b> link.</p> 
13.	<p>You can view the <b>W2 Information page</b>. If you wish, you can print the statement using your local computer and printer.</p>
14.	<p>The <b>Tax Reporting</b> information page displays in a new window.</p>

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