# Viewing and Printing W2/W2Cs

1. Begin by navigating to the View W-2/W-2c Forms page.  
   Click the **Self Service** link.

2. Click the **Payroll and Compensation** link.

3. 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.

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