# Viewing and Printing W2/W2Cs

| Step | Action |
|---|---|
| 1. | Begin by navigating to the View W-2/W-2c Forms page.<br><br>Click the **NavBar** on the top right of the page. |
| 2. | Click **Navigator** Icon on the right. |
| 3. | Click "Self 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.<br>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.<br><br>Click the **View a Different Tax Year** link.<br>View a Different Tax Year |
| 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.<br><br>Click the View **W-2/W-2c Forms** link in the menu bar.<br>View W-2/W-2c Forms |
| 8. | Click the **Year End Form** link.<br>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. |
| 12. | Click the **UMASS W2 Information** link.   UMASS W2 Information |
| 13. | You can view the **W2 Information page**. 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. |

## Viewing and Printing W2/W2Cs (continued)

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