## Viewing and Printing W2/W2Cs

1. Begin by navigating to the View W-2/W-2c Forms page by clicking on the “View W-2/W-2c Forms” tile.

![Employee Self Service](image)

2. To reduce your security risk, please enter the last four digits of your Social Security Number.

![Security Challenge](image)

3. 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.

4. You will select the form for a particular tax year.

   Click the View a Different Tax Year link.

   ![View a Different Tax Year](image)

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

6. Return to the View W-2/W-2c Forms page.

   Click the View W-2/W-2c Forms link in the menu bar.

   ![View W-2/W-2c Forms](image)

7. Click the Year End Form link.

   ![Year End Form](image)


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

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

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

13. The **Tax Reporting** information page displays in a new window.

14. Click the **Close** button.

15. Congratulations! You have successfully viewed and printed your W-2 form. **End of Procedure.**