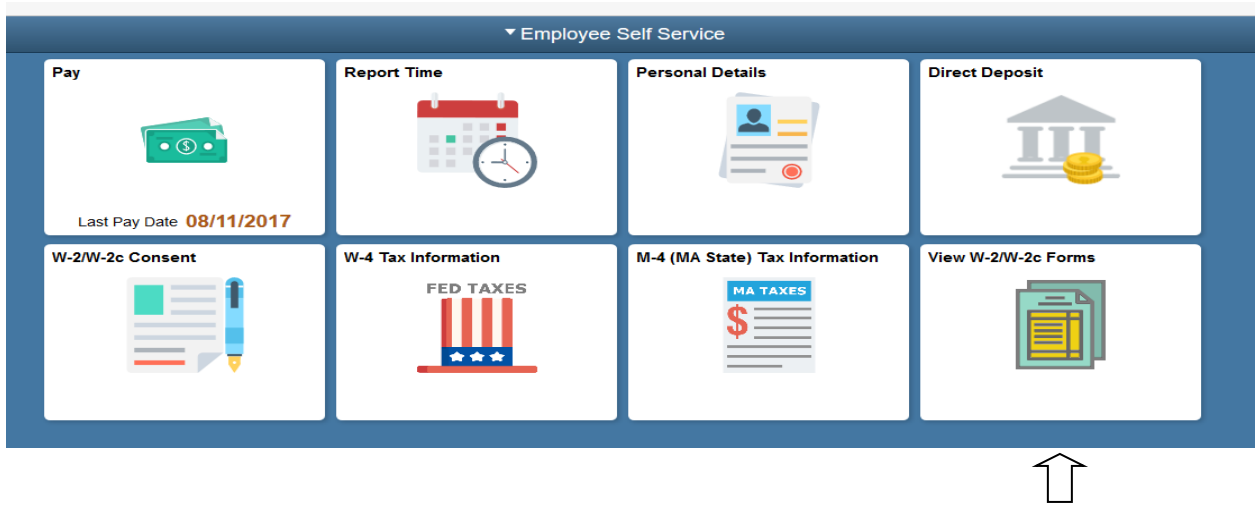







## Viewing and Printing W2/W2Cs

1.	<p>Begin by navigating to the <b>View W-2/W-2c Forms</b> page by clicking on the “<b>View W-2/W-2c Forms</b>” tile</p> 
2.	<p>To reduce your security risk, please enter the last four digits of your Social Security Number.</p> 
3.	<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>
4.	<p>You will select the form for a particular tax year.</p> <p>Click the <b>View a Different Tax Year</b> link.</p> <p><a href="#">View a Different Tax Year</a></p>
5.	<p>Use the <b>Select Tax Year</b> page to select the particular year. UMass provides the forms beginning with 2009.</p>
6.	<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> <p><a href="#">View W-2/W-2c Forms</a></p>
7.	<p>Click the <b>Year End Form</b> link.</p> <p><a href="#">Year End Form</a></p>
8.	<p>Your <b>W-2 Wage and Tax Statement</b> opens in a new window.</p>
9.	<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>

10.	Click the <b>Close</b> button. 
11.	Click the <b>UMASS W2 Information</b> link. <a href="#">UMASS W2 Information</a>
12.	You can view the <b>W2 Information page</b> . If you wish, you can print the statement using your local computer and printer.
13.	The <b>Tax Reporting</b> information page displays in a new window.
14.	Click the <b>Close</b> button. 
15.	Congratulations! You have successfully viewed and printed your W-2 form. <b>End of Procedure.</b>