


9.2 View W-2/W-2c Form for an Employee and Download or Print

Purpose: Use this document as a reference for how to view W-2/W-2c Form in ctclink and download or print it.

Audience: Payroll Administrator.

 You must have at least one of these local college managed security roles:

- ZZ Former Employee
- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing
- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

View W-2/W-2c Form for an Employee

Navigation: Navbar > Navigator > Payroll for North America > US Annual Processing > Create W-2 Data > View W-2/W-2C Forms

The **View W-2/W-2c Forms** search page displays.

1. Enter the **Empl ID** or appropriate **Name** field(s).
2. Select the **Search** button.

View W-2/W-2c Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with 101

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

The **View W-2/W-2c Forms** page displays.

- The forms for the most recent tax year will display. To view other years, select **View a Different Tax Year** link.

View W-2/W-2c Forms

Patrick Phillips

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2021	060	W-2	01/14/2022	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>
2021	060	W-2c	10/13/2022	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

Return to Search

The **Select Tax Year** list displays.

4. Select the desired year from the list.
5. Otherwise, select the **Return to Search** button.

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year

Tax Year	Company
2021	State Board for Comm. and Tech
2020	State Board for Comm. and Tech
2019	State Board for Comm. and Tech

Return to Search

6. From the list of **Tax Form IDs** (W-2 or W-2c), select the **Year End Form** that you wish to view.
7. Select **Filing Instructions** for the appropriate tax form to view the filing instructions.

View W-2/W-2c Forms

Patrick Phillips

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2021	060	W-2	01/14/2022	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>
2021	060	W-2c	10/13/2022	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

Return to Search

8. The respective PDF document will open and could be downloaded and/or printed.
Below is an example of the W-2 **Year End Form**.
9. To close the pdf window, click the **X** on the tab at the top.

The screenshot shows a web browser with multiple tabs. The active tab is 'Form W-2 Wage and Tax Statement 2021'. The browser address bar shows a URL from 'hc-pts.peoplesoft-nonprod-aws.ctclinksbctc.edu'. The page displays a 'Form W-2 Wage and Tax Statement 2021' for 'SEATTLE COLLEGES DISTRICT 6'. The form includes fields for employee name, address, ZIP code, and various tax amounts. A red box highlights the 'Form W-2 Wage and Tax Statement' tab in the browser's tab bar.

10. Below is an example of the W-2 **Filing Instructions**.
11. To close the pdf window, click the **X** on the tab at the top.

The screenshot shows a web browser with multiple tabs. The active tab is 'Form W-2 Wage and Tax Statement 2021 - Ins...'. The browser address bar shows a URL from 'hc-pts.peoplesoft-nonprod-aws.ctclinksbctc.edu'. The page displays a 'Form W-2 Wage and Tax Statement 2021 - Ins...' document. The document contains 'Notice to Employee' and 'Instructions for Employee' sections. A red box highlights the 'Form W-2 Wage and Tax Statement' tab in the browser's tab bar.

12. Below is an example of the W-2c **Year End Form**.
13. To close the pdf window, click the **X** on the tab at the top.

For Official Use Only
OMB No. 1545-0048

Safe, accurate, FAST! Use e-file Visit the IRS website at www.irs.gov

a Employer's name, address, and ZIP code
SEATTLE COLLEGES DISTRICT 6
1500 HAYWARD AVENUE
SEATTLE WA 98122-3803

b Employer's Federal EIN
91-0826872

c Tax year/Form corrected
2021 / W-2

d Employer's correct SSN
[Redacted]

e Corrected SSN and/or name (Check this box and complete boxes f and g if incorrect on form previously filed) ☒

f Employer's previously reported SSN
[Redacted]

g Employer's previously reported name
[Redacted]

h Employer's first name and initial
[Redacted]

i Employer's address on W-2 only
[Redacted]

Note: Only complete money fields that are being corrected (exception: for corrections involving MOGE, see the General Instructions for Forms W-2 and W-3, under Specific Instructions for Form W-2, boxes 8 and 9).

Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation 7950.12	1 Wages, tips, other compensation 3549.04	2 Federal income tax withheld 348.27	2 Federal income tax withheld 149.83
3 Social security wages 7950.12	3 Social security wages 3549.04	4 Social security tax withheld 492.91	4 Social security tax withheld 220.04
5 Medicare wages and tips 7950.12	5 Medicare wages and tips 3549.04	6 Medicare tax withheld 115.28	6 Medicare tax withheld 51.46
7 Social security tips [Redacted]	7 Social security tips [Redacted]	8 Allocated tips [Redacted]	8 Allocated tips [Redacted]
9 [Redacted]	9 [Redacted]	10 Dependent care benefits [Redacted]	10 Dependent care benefits [Redacted]
11 Nonqualified plans [Redacted]	11 Nonqualified plans [Redacted]	12a See instructions for box 12 [Redacted]	12a See instructions for box 12 [Redacted]
13a [Redacted]	13a [Redacted]	13b [Redacted]	13b [Redacted]
13c [Redacted]	13c [Redacted]	13d [Redacted]	13d [Redacted]
14 Other (see instructions) [Redacted]	14 Other (see instructions) [Redacted]	15a [Redacted]	15a [Redacted]
15b [Redacted]	15b [Redacted]	15c [Redacted]	15c [Redacted]
15d [Redacted]	15d [Redacted]	15e [Redacted]	15e [Redacted]

State Correction Information

Previously reported	Correct information	Previously reported	Correct information
15 State [Redacted]	15 State [Redacted]	16 State [Redacted]	16 State [Redacted]
17 State wages, tips, etc. [Redacted]	17 State wages, tips, etc. [Redacted]	18 State wages, tips, etc. [Redacted]	18 State wages, tips, etc. [Redacted]
19 State income tax [Redacted]	19 State income tax [Redacted]	20 State income tax [Redacted]	20 State income tax [Redacted]

Locality Correction Information

Previously reported	Correct information	Previously reported	Correct information
21 [Redacted]	21 [Redacted]	22 [Redacted]	22 [Redacted]

14. Below is an example of the W-2c **Filing Instructions**.

15. To close the pdf window, click the **X** on the tab at the top.

Notice to Employee

This is a corrected Form W-2, Wage and Tax Statement, (or Form W-2AS, W-2CM, W-2GU, W-2VI or W-2c) for the tax year shown in box c. If you have filed an income tax return for the year shown, you may have to file an amended return. Compare amounts on this form with those reported on your income tax return. If the corrected amounts change your U.S. income tax, file Form 1040X, Amended U.S. Individual Income Tax Return, with Copy B of this Form W-2c to amend the return you already filed.

If there is a correction in box 5, Medicare wages and tips, use the corrected amount to determine if you need to file or amend Form 8959, Additional Medicare Tax. If you need to file Form 8959 or an amended Form 8959, attach it to Form 1040 or Form 1040X, as applicable.

If you have not filed your return for the year shown in box c, attach Copy B of the original Form W-2 you received from your employer and Copy B of this Form W-2c to your return when you file it.

For more information, contact your nearest Internal Revenue Service office. Employees in American Samoa, Commonwealth of the Northern Mariana Islands, Guam, or the U.S. Virgin Islands should contact their local taxing authority for more information.

The process to view, download and print W-2/W-2c Forms is now complete.

End of procedure.