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.

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

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

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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		
2021	060	W-2c	10/13/2022	Year End Form	Filing Instructions		
2021					·		

The **Select Tax Year** list displays.

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

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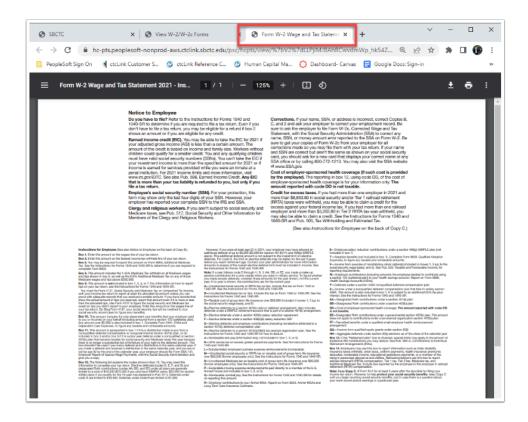
- 6. From the list of **Tax Form IDs (***W*-2 or *W*-2*c***)**, select the **Year End Form** that you wish to view.
- 7. Select **Filing Instructions** for the appropriate tax form to view the filing instructions.

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2021	060	W-2	01/14/2022	Year End Form	Filing Instructions		
2021	060	W-2c	10/13/2022	Year End Form	Filing Instructions		
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- 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.

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- 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.



- 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.

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- 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.

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

End of procedure.