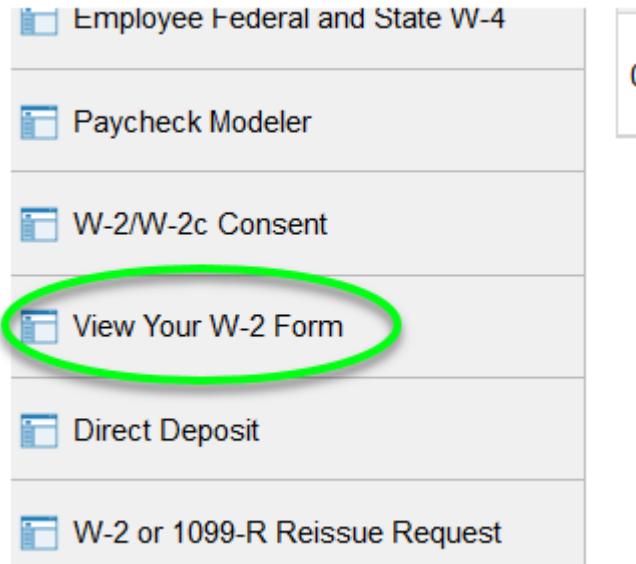


## View your W2 Form

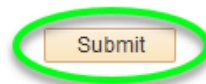
1. From the Payroll page, click the **View your W-2 Form** menu item.



2. Enter the desired information into the Enter your **SSN here, do not include any dashes (XXXXXXXX)** field and click the Submit button.

### Verify Your Social Security Number

Enter your SSN here, do not include any dashes  
(XXXXXXXX)



- a. The most current tax form(s) will display. To view different years, select the **View a Different Tax Year** link.

### View W-2/W-2c Forms

Shoults, Derek Steven

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						Personalize   	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions		
2016	UM	W-2	01/05/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>		

[Return to Direct Deposit](#)

- 3. Click the **Year End Form** link. **Important!** Pop-up blockers should be turned off in order to open the year end form.

				Personalize   	1 of 1
n ID	Issue Date	Year End Form	Filing Instructions		
	01/05/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>		

- a. The selected form will display in a separate window. To print the form, click the print button. To return to myHR, close the open tab.

- 4. Click the **Filing Instructions** link to view and/or print a copy of the form tax filing instructions.

				Personalize   	1 of 1
n ID	Issue Date	Year End Form	Filing Instructions		
	01/05/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>		