

# View/Print W-2 & W-2c (Wage and Tax Statements)

You are able to view and print your W-2 using these steps even if you did not consent for only an electronic copy.

## WARNING:

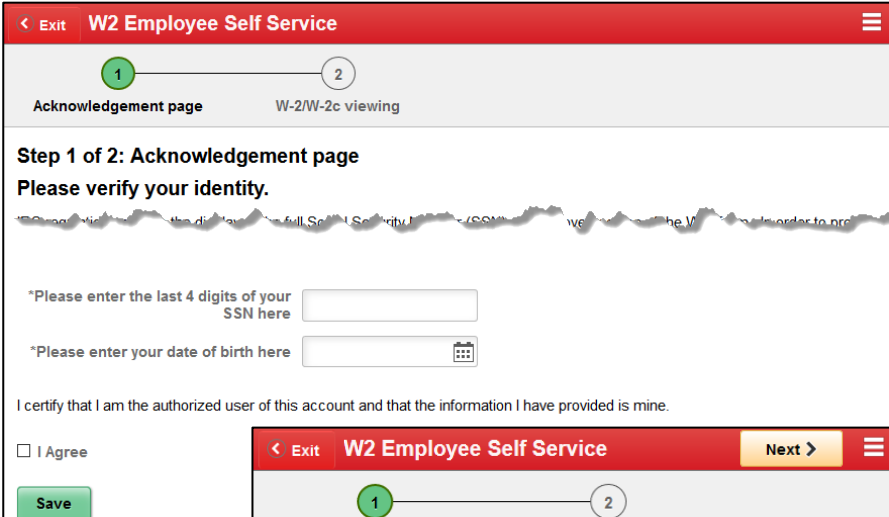
- To access your W-2 (2018 or later) you must be connected to a University of Wisconsin network either directly or through VPN
- After six unsuccessful acknowledgement attempts you will be hard locked out and will need to contact your IT helpdesk for assistance. See troubleshooting for more information.

## Access W-2 and W-2c (2018 and later)

- Access your MyUW portal ([UW System institutions](#) or [UW-Madison](#)).
- Click the **Tax Statements** icon on the **Payroll Information** tile.
- Click the red **View 2018 W-2** button.

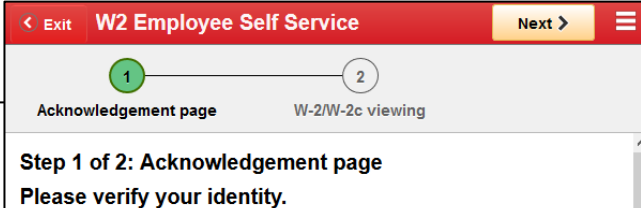
**NOTE:** The list of tax statements on the Tax Statement page will not include any year after 2018

- Enter the required information on the Acknowledgement Page to verify your identity.
- Check the **I Agree** box.
- Click **Save**.



The screenshot shows the 'W2 Employee Self Service' interface. At the top, there is a progress bar with two steps: '1 Acknowledgement page' (highlighted in green) and '2 W-2/W-2c viewing'. Below the progress bar, the text reads 'Step 1 of 2: Acknowledgement page' and 'Please verify your identity.' There are two input fields: one for the last 4 digits of the SSN and one for the date of birth. Below these fields is a checkbox labeled 'I Agree' and a green 'Save' button. A 'Next >' button is visible in the top right corner of the page.

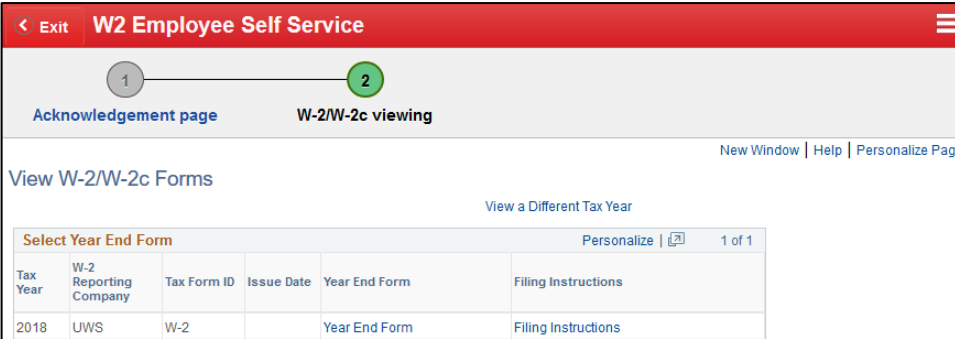
- Click the **Next** button that appears in the upper right hand corner of the screen.
- NOTE:** The next button will not appear until all information on the acknowledgement page has been verified by the system.



This screenshot is similar to the previous one, but the 'Next >' button is now highlighted in yellow, indicating that the system has accepted the user's input and is ready to proceed to the next step.

- Click **Year End Form** on the W-2/W-2c viewing page.
- You can view or print your tax form.

**WARNING:** This form does contain your Social Security number, use caution when printing in a public environment.



The screenshot shows the 'W-2/W-2c viewing' page. The progress bar now shows '1 Acknowledgement page' and '2 W-2/W-2c viewing' (highlighted in green). The page title is 'View W-2/W-2c Forms'. There is a 'Select Year End Form' table with the following data:

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2018	UWS	W-2		Year End Form	Filing Instructions

Additional options include 'View a Different Tax Year', 'Personalize | [2]', and '1 of 1'.

- Be sure to close your browser window when you are finished.

## Troubleshooting Access Issues

- Verify that you are connected to a UW network, contact your campus helpdesk if you need assistance.
- Check that pop-ups are enabled, see [help with pop-up blockers](#).
- Social Security number and Date of Birth must match what is on record in HRS, contact your HR department if you have questions.  
**NOTE:** if SS and DoB do not match a message will appear letting you know the fields do not match. After three (3) failed attempts, you will be locked out for one hour. After that hour you will have an additional three (3) attempts. After the sixth failed attempt a hard lock out will occur and you will need to contact your campus IT helpdesk for assistance.