



## How to Access W-2 in UltiPro

The Form W-2, Wage and Tax Statement, is used to report to the Internal Revenue Service (IRS) your yearly compensation and the taxes withheld from your pay. Every year, your employer must complete and deliver this form to you on or before January 31st. As soon as it is available, you can view and print your Form W-2 right from UltiPro®.

First **select the Menu button** and **select W-2 from the Pay section**. The Form W-2 Wage and Tax Statement page displays all of your Forms W-2 and Forms W-2c by year.

*\*The form W-2c is only available if you have a correction to one of your forms W-2.*

To find a specific Form W-2, you can either search by tax year or form type. When you have found the W-2 of the year you want to see, just click the Year link to open the form. In this page you will be able to click Print to open a printer-friendly version of this page.

The W-2 Page in UltiPro also displays how you will receive your Forms W-2. You will either receive a paper copy and an electronic copy, or just an electronic copy.

### Change How to Receive W-2

To change how you receive your Forms W-2, click the Change W-2 Consent Form link.

Review your options and if desired, change how you would like to receive your Forms W-2.