[**View, Download, Print W-2 Form for an Employee**](https://ctclinkreferencecenter.ctclink.us/m/79727/l/1144125-9-2-view-w-2-w-2c-form-for-an-employee-and-download-or-print) **(the QRG is great!)**

**Nav>Payroll for North America>US Annual Processing>Create W-2 Data>View W-2/W-2C Forms**

1. The **View W-2/W-2c Forms** search page displays.
2. Enter the **Empl ID** (or **Name**).
3. Select the **Search** button.



1. The **View W-2/W-2c Forms** page displays.
2. The forms for the most recent tax year will display. To view other years, select **View a Different Tax Year**.



1. The **Tax Year** list displays.
2. Select the desired year from the list.



1. From the list of **Tax Form IDs**, select the **Year End Form** that you wish to view.
2. Select **Filing Instructions** for the appropriate tax form to view the filing instructions.



1. The respective PDF document will open and could be downloaded and/or printed.
2. The process to view, download and print W-2/W-2c Forms is now complete.

That’s it! 😊