Viewing W2 Tax Information on Self Service

Step One:

Log into your myUT account to access your personal information in Self Service.

On the Employee Tab you will select the Tax Forms link:
Step Two:

You will first need to submit consent that you would like your W2 information made available online. To do this you will click the *Electronic W-2 Consent* link:

![Electronic W-2 Consent](image1)

**Tax Forms**

- W4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement

**RELEASE: 8.4.1**

Read the consent information and click to agree, then submit and return to Tax Forms menu.

**Electronic W-2 Consent**

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form online. You to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct information to the Payroll office.

**Selection Criteria**

- Consent to receive W-2 electronically:
  - I understand the instructions provided to me for accessing and printing my electronic W-2 form.

**My Choice**

![Submit](image2)

**RELEASE: 8.0**

[ Return To Tax Forms Menu ]
Step Three:

At the Tax Forms Menu, click *W-2 Wage and Tax Statement*

Step Four:

Chose the year in which you would like to view and click Display

You will then be able to view and print your W2 information