



**Target Audience:** All Active Employees with Access to SHARE

**Change Summary:** W-2 Forms Now Available via Self-Service



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# SHARE

Notice

Use this Job Aid to View, Print, or Save your W-2

**1 NavBar:** Navigator > Self Service > Payroll and Compensation > View W-2/W-2c Forms

1. Use the SHARE navigation path shown above
2. The current tax year is displayed here
3. To change to another tax year click the View a Different Tax Year link and then select the tax year you wish to use
4. To View, Print, or Save the W-2 click the Year End Form link **Note:** use your browser's print and save functionality to print/save your W-2, and ensure Pop-Ups are enabled on your browser
5. **Optional**—click on the Filing Instructions link to view the IRS standard filing guidelines
6. Sample W-2

**NOTE:** W-2's for the last four calendar years are available to View/Print/Save in Employee Self-Service. If you need a W-2 for an earlier calendar year, it can be requested directly from the Social Security Administration: [www.ssa.gov](http://www.ssa.gov)  
Search Keyword "W-2 Copy"

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

Laura Roslin

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

**3** 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	NM	W-2	08/11/2017	Year End Form <b>4</b>	Filing Instructions <b>5</b>		

**2**

<b>6</b> W-2 Wage and Tax Statement 2016		7 Social security tips	1 Wages, tips, other compensation 55819.95	2 Federal income tax withheld 8161.65		
c Employer's name, address, and ZIP code STATE OF NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRAT 407 GALISTEO STREET SANTA FE NM 87501		8 Allocated tips	3 Social security wages 69896.09	4 Social security tax withheld 4333.56		
		9	5 Medicare wages and tips 69896.09	6 Medicare tax withheld 1013.49		
e Employee's name, address, and ZIP code LAURA ROSLIN 123 GALACTICA WAY SANTA FE NM 87507		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 G 7800.00		
		13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>	14 Other Med Pre 2326.74	12b DD 5816.85		
		b Employer identification number (EIN) 85-6000565	Den Pre 140.01	12c		
		a Employee's social security number 564-78-9123	Vis Pre 25.87 Retrmt 6276.14	12d		
15 State NM	Employer's state ID number 01-505826-003	16 State wages, tips, etc. 55819.95	17 State income tax 2146.96	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)			OMB No. 1545-0008	Dept. of the Treasury - IRS Visit the IRS website at <a href="http://www.irs.gov/efile">www.irs.gov/efile</a> .		