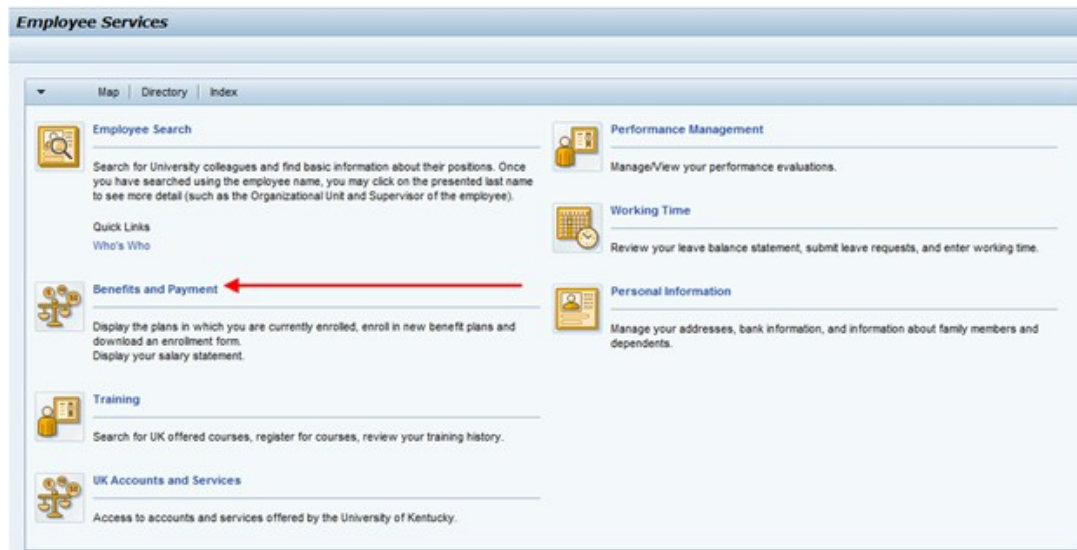
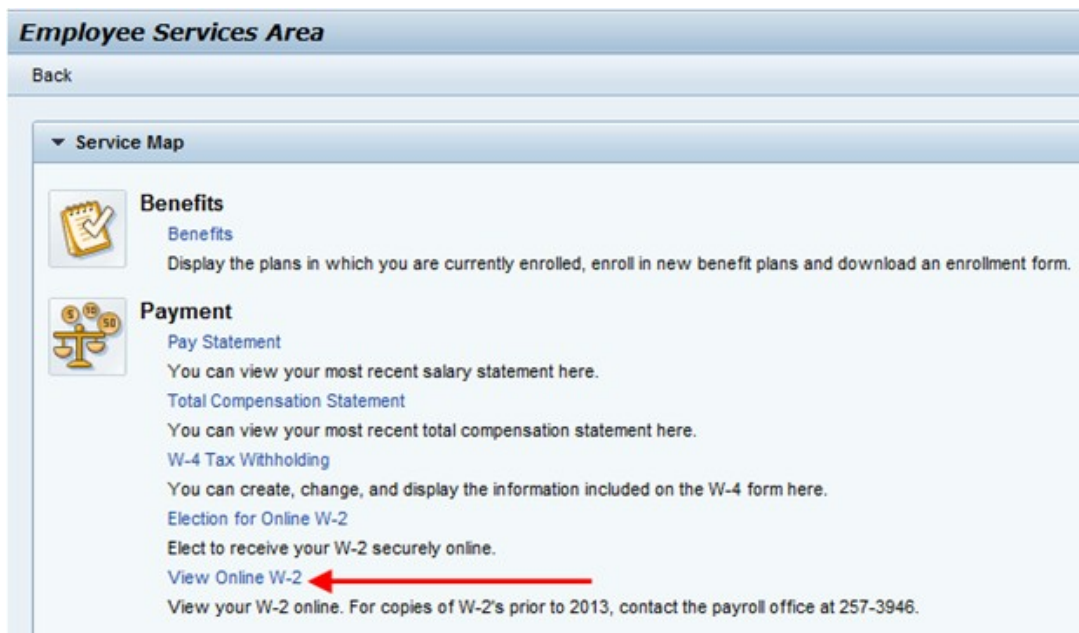


# Access W2 Forms

1. Login to the myUK ESS portal at [myuk.uky.edu](http://myuk.uky.edu). If you need assistance, [visit this guide first](#).
2. To access the W-2 feature, first click on the "Benefits and Payment" menu item.



3. Locate the Payment Section and click "View Online W-2".



4. The current year W-2 will default, click on the drop-down menu to select a prior year: after you choose the year- you need to hit search

**Online Forms W-2/W-2c**

Filter for Available Online Forms W-2/W-2c

Search Criteria

Tax Company Name is not

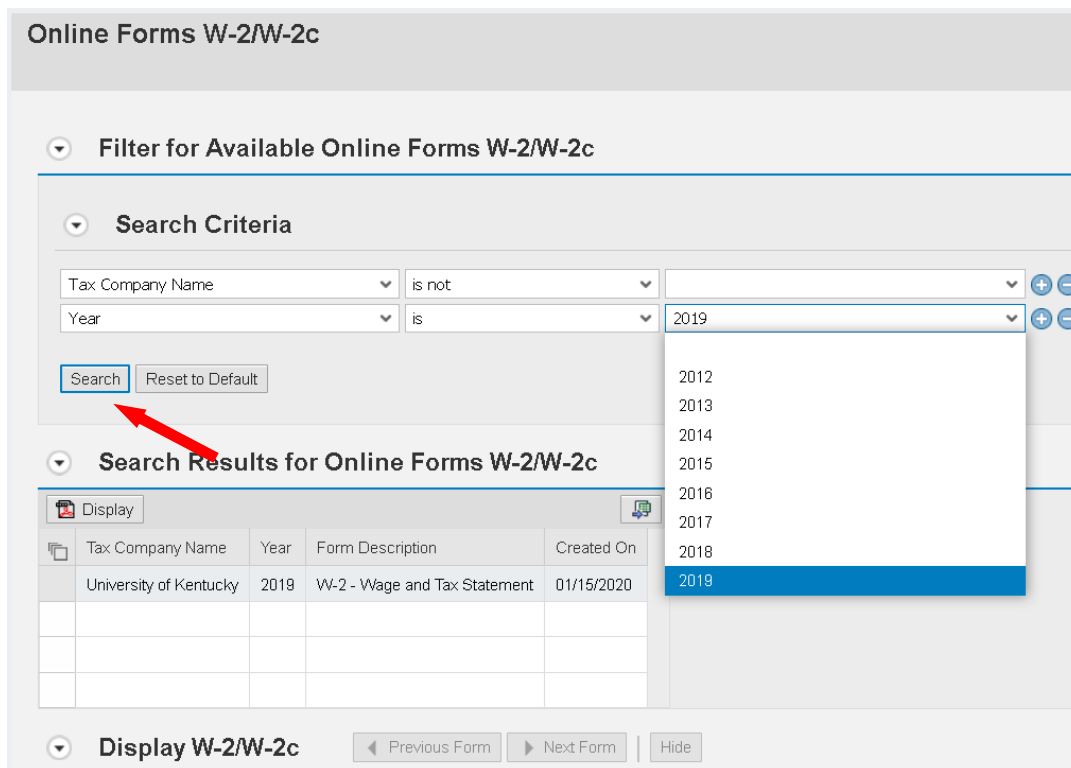
Year is 2019

Search Reset to Default

Search Results for Online Forms W-2/W-2c

Tax Company Name	Year	Form Description	Created On
University of Kentucky	2019	W-2 - Wage and Tax Statement	01/15/2020

Display W-2/W-2c Previous Form Next Form Hide



5. Under the Search Results for Online W-2/W-2c header, click the row to highlight the "W-2 Wage and Tax Statement."

**Online Forms W-2/W-2c**

Filter for Available Online Forms W-2/W-2c

Search Criteria

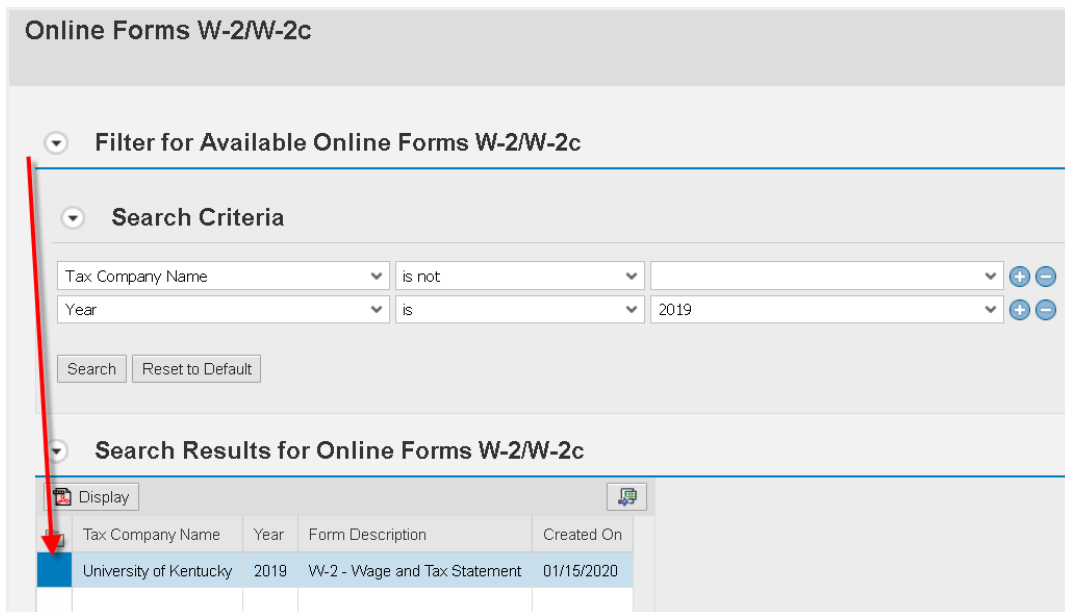
Tax Company Name is not

Year is 2019

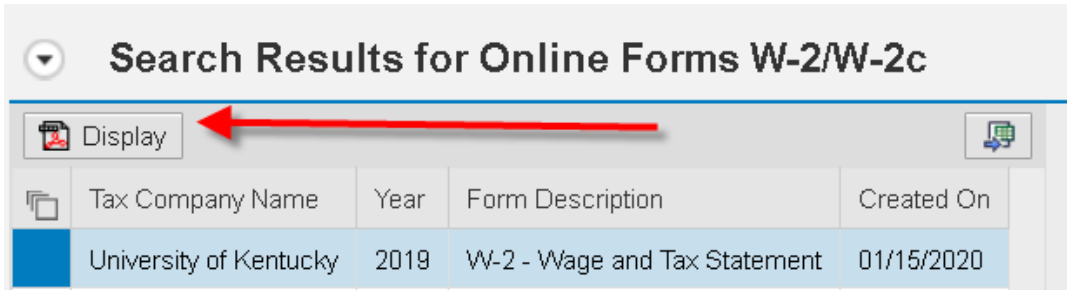
Search Reset to Default

Search Results for Online Forms W-2/W-2c

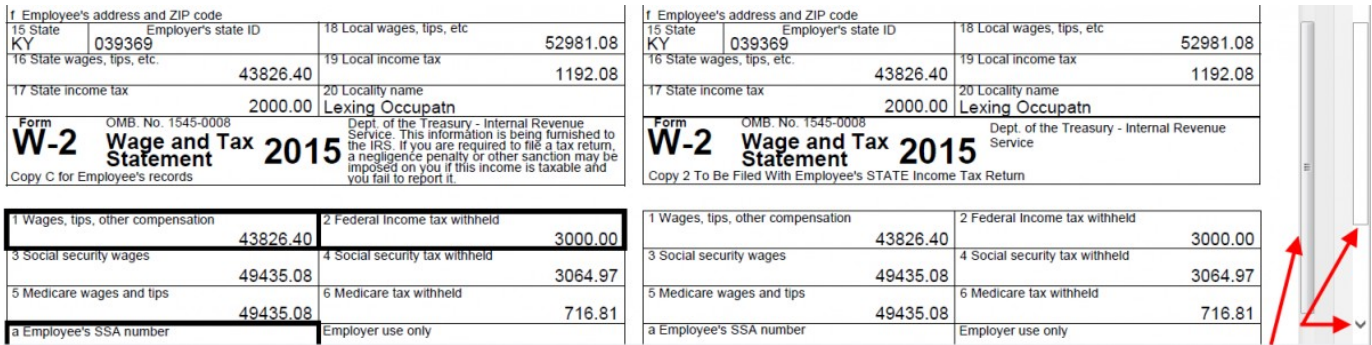
Tax Company Name	Year	Form Description	Created On
University of Kentucky	2019	W-2 - Wage and Tax Statement	01/15/2020



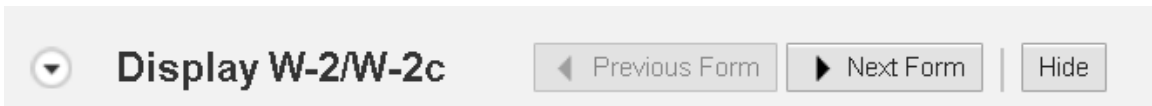
6. Click "Display" directly above the highlighted entry.



7. Use both scroll bars located to the right of the Online Forms W-2/W-2c screen and the W-2 window to view the entire W-2 form.



8. Employees may have more than one page due to paying multiple tax authorities. To see the additional W-2s, click on the "Next Form" icon.



9. To print, in Firefox and Chrome click on the print icon on the toolbar.



10. Click the "Back" button to return to the Employee Services menu.



If you have questions or need assistance, please contact Payroll Services by clicking the link below.