

Downloading your W-2 (or 1099)

1. Login to your Employee Portal via [this link](#)

* If you never set up your login to your employee portal, contact your payroll manager so they can initiate the invitation for you to set this up

2. For a **Form W-2 (employees only)**

- Click the **Form W-2's** tab
- Select **2022** from the **Select Year** dropdown
- Click the **down arrow** in the top right corner of the form to **download** a copy of your W-2

Home | Profile | Pay Stubs | **Form W-2's**

Select the tax year and review/print your W2/W2C

Select Year: **2022** ▼

3. For a **Form 1099 (contractors only)**

- Click the **Form 1099's** tab
- Select **2022** from the **Select Year** dropdown
- Click the **down arrow** in the top right corner of the form to **download** a copy of your 1099

Home | Profile | Pay Stubs | **Form 1099's**

Select the tax year and review/print your 1099

Select Year: **2022** ▼