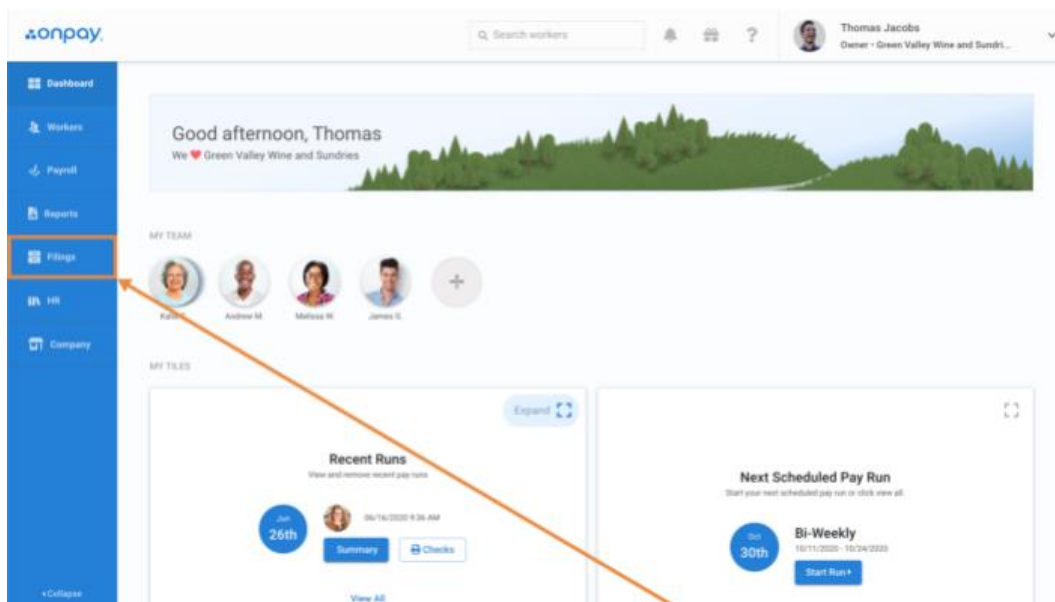
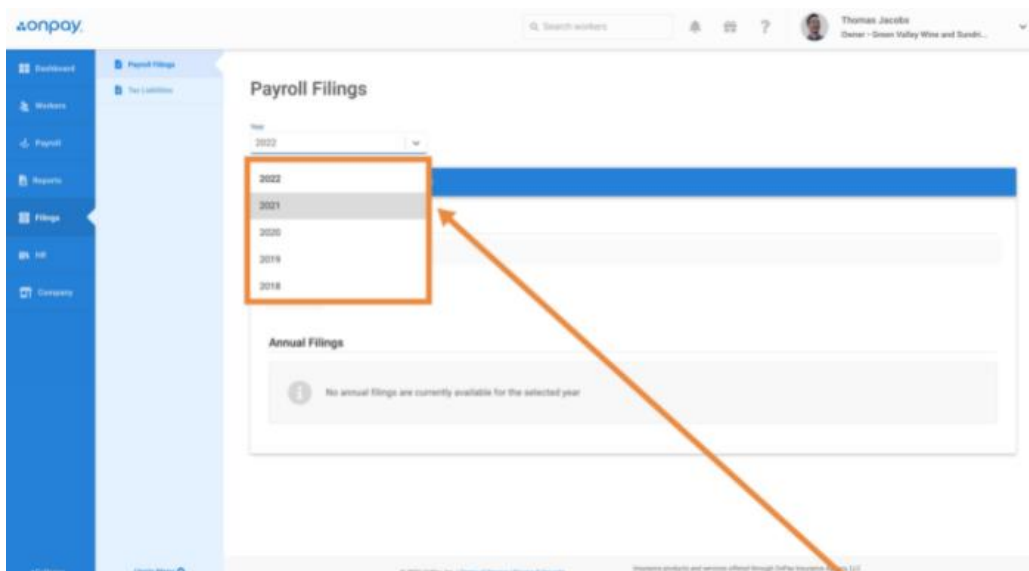


Downloading Employee W-2s (and contractor 1099s)

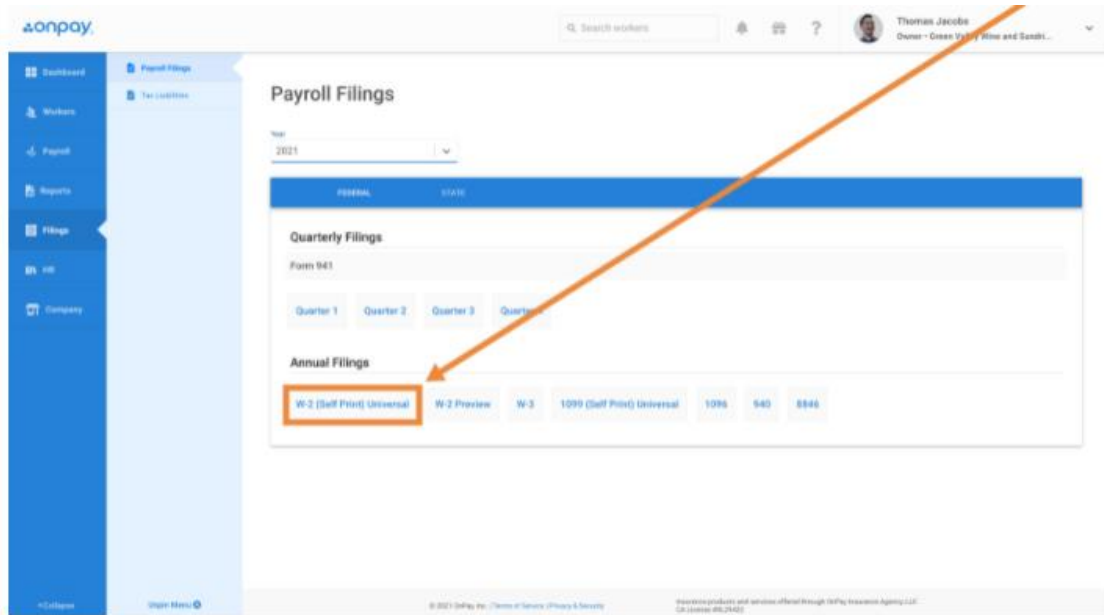
1. Login to your payroll account
2. Click **Filings** from the menu on the left side of the screen



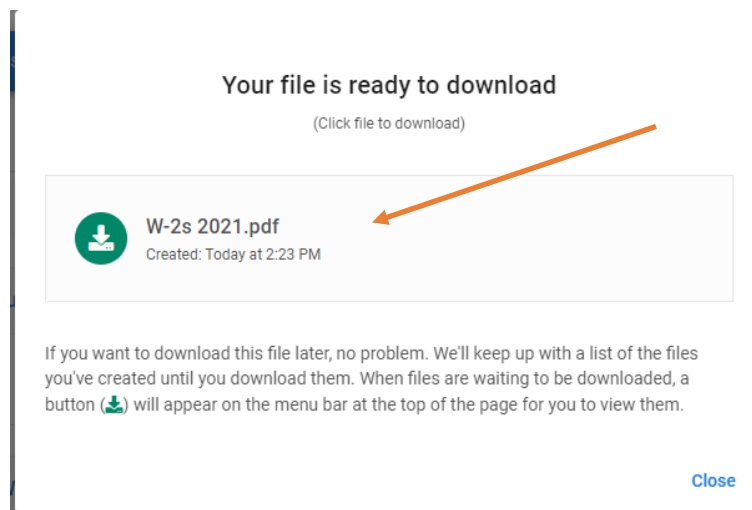
3. Select **Payroll Filings** from the submenu
4. From the **Year** dropdown, select **2021**



5. Click **W-2 (Self Print) Universal** to create a printable batch of all employee W-2s (click 1099 Self Print Universal if Easytrack filed 1099s for your contractors)



6. Once the file download is ready, click *in the box* to download a PDF file of all employee W-2s (or 1099s)



7. **Save** a copy of this file for your records
8. **Print** and **provide** (*hand deliver or mail*) to each individual employee (or contractor)

EMPLOYEE/CONTRACTOR ONLINE PORTAL

If employees (or contractors) have access to their own online portal, their individual W-2 (or 1099) is available for them to download directly from there.

You can send them [this guide](#) to follow to download a copy of their W-2 (or 1099) directly from their online account.

For assistance granting access to their online portals to employees/contractors, contact Easytrack.