

W-2 Form Instructions

This section provides the instructions for accessing the IRS W-2 Form instructions.

This allows you to view or print the instructions found on the back of the IRS form W-2.

The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Home' and 'Payroll'. Under 'Payroll', there are sub-menus for 'Overview', 'Working Time', 'Payments and Benefits', and 'Employee'. Below the navigation menu, there is a breadcrumb trail: '... Employee Search Nav > Personal Information Nav > Working Time Nav > Overview > Benefits Payments Nav'. The main content area is divided into several sections:

- Pay Statement**: Includes a link for 'Pay Statement' and a description: 'View and/or print current and previous pay statements.'
- Benefits**: Includes a link for 'Benefits Participation' and a description: 'View a list of plans in which you are currently enrolled.'
- W-2 Forms**: Includes a link for 'W-2 Forms' and a description: 'View and/or print current and prior year W-2 forms.' Below this is a link for 'W-2 Forms Instructions' which is highlighted with a red arrow. The description for this link is: 'View and/or print IRS instructions that accompany the W-2 form.'
- Release Data Locks**: Includes a link for 'Release Data Locks' and a description: 'Release the users data locks if you receive a locked record error message.'

At the bottom of the interface, there is a status bar with a green checkmark and the text 'Trusted sites'.

- From the **Benefits Payments** Functional Area, click on the **W-2 Forms Instructions** Quick Link.

Home Payroll

Overview | Working Time | Benefits Payment | Employee Search | Personal Information

... [Record Working Time](#) > [Working Time Nav](#) > [Record Working Time](#) > [Benefits Payments Nav](#) > W-2 Forms Instructions | History [Back](#) Forward

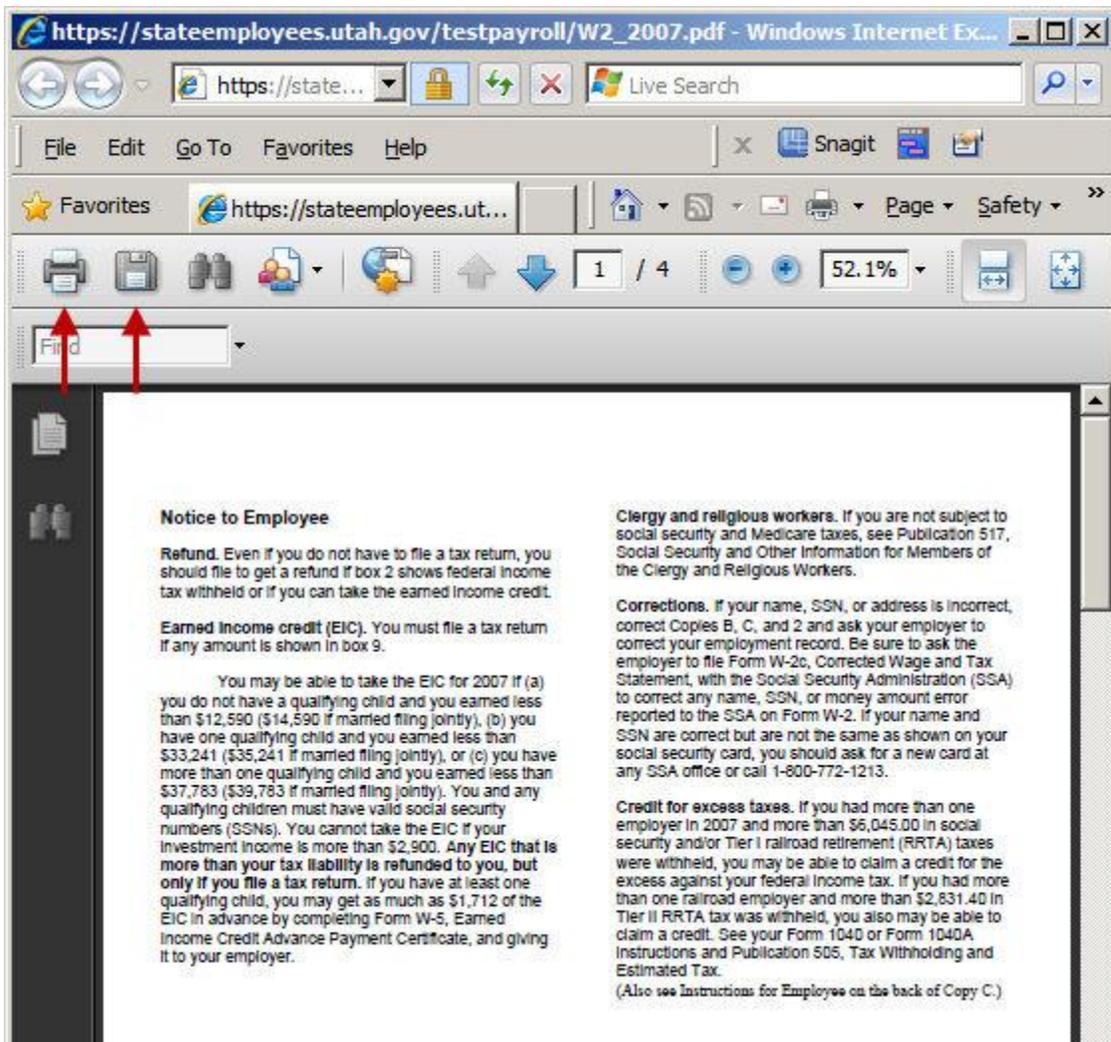
W2 Instructions Srv

State of Utah – Employee Self Service – Print W-2 Instructions

Click on a link below to open the W-2 instructions for that year in the Adobe Acrobat Reader. You can print the instructions from within the Acrobat Reader by clicking on the printer icon in the toolbar just above the instructions.

- [2009](#)
- [2008](#)
- [2007](#)
- [2006](#)
- [2005](#)
- [2004](#)
- [2003](#)

- Click on the **Year** for which you want instructions.



- The Instructions are displayed in a new browser window. From there you can **Print** or **Save** the instructions by clicking on the appropriate icon.
- Close the browser when you are finished.