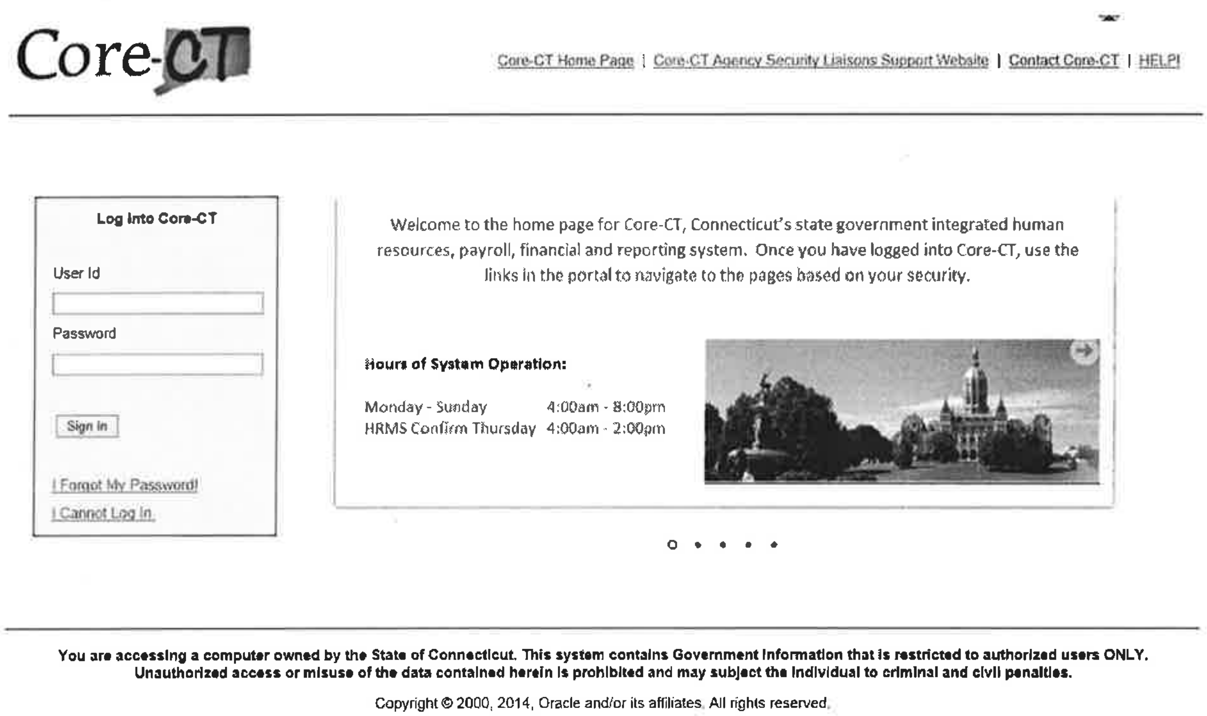
Self Service ePay: View/Save/Print eW-2

Employees may follow these steps to view, save, or print their electronic W-2 forms

Step 1

Sign-on to Core-CT:
https://corect.ct.gov/psp/PEPRD/?cmd=login

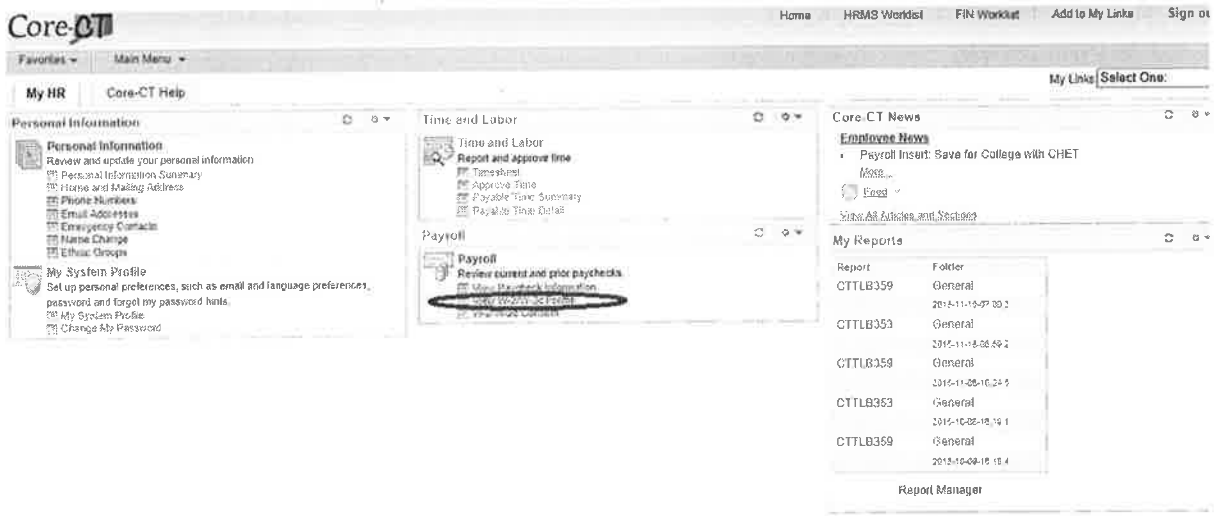


Enter your User ID and Password and click Sign In.

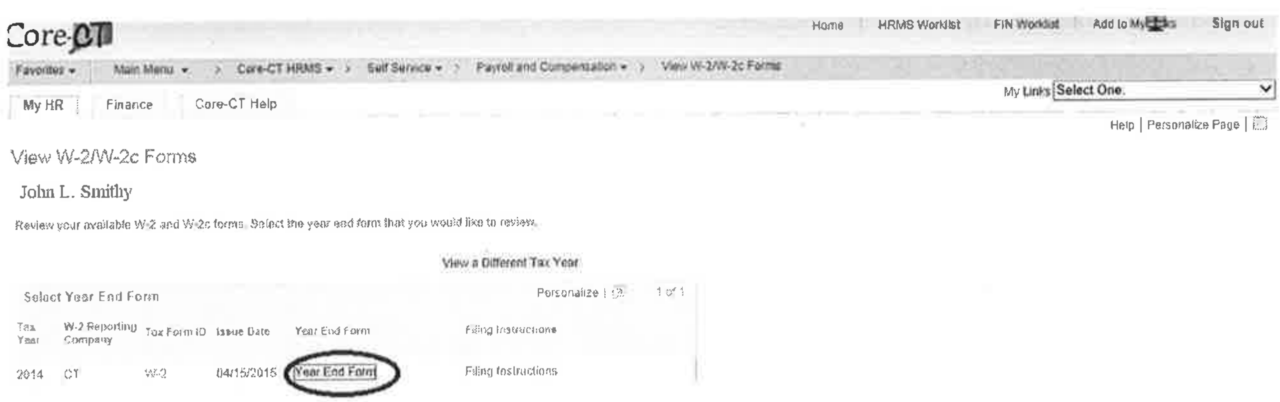
For User ID and Password assistance please contact your
Agency Security Coordinator via the following URL:
http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to: **View W-2/W-2c Forms** (which is found directly under View Paycheck Information on your Core-CT home page as pictured in the screen shot on the next page)



The W-2 for the most recent calendar year processed for the employee will appear first as pictured in the below screenshot:



Step 3

To view or print the current W-2 year, **click on Year End Form** (pictured above inside highlighted oval).
The **Tax Year** is the year of the W-2 you are viewing and the **Issue Date** is the day the comptroller's office made the W-2 available to view electronically.

Step 4

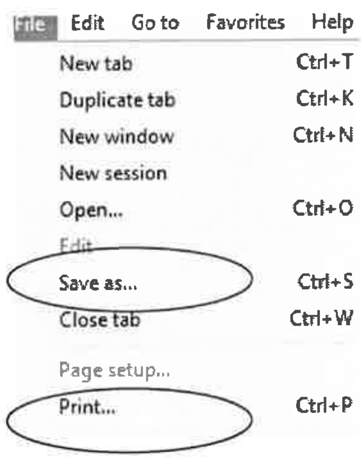
A new window will open and the W-2 will be displayed (as pictured on the next page). The W-2 may be saved or printed to the location of your choice.

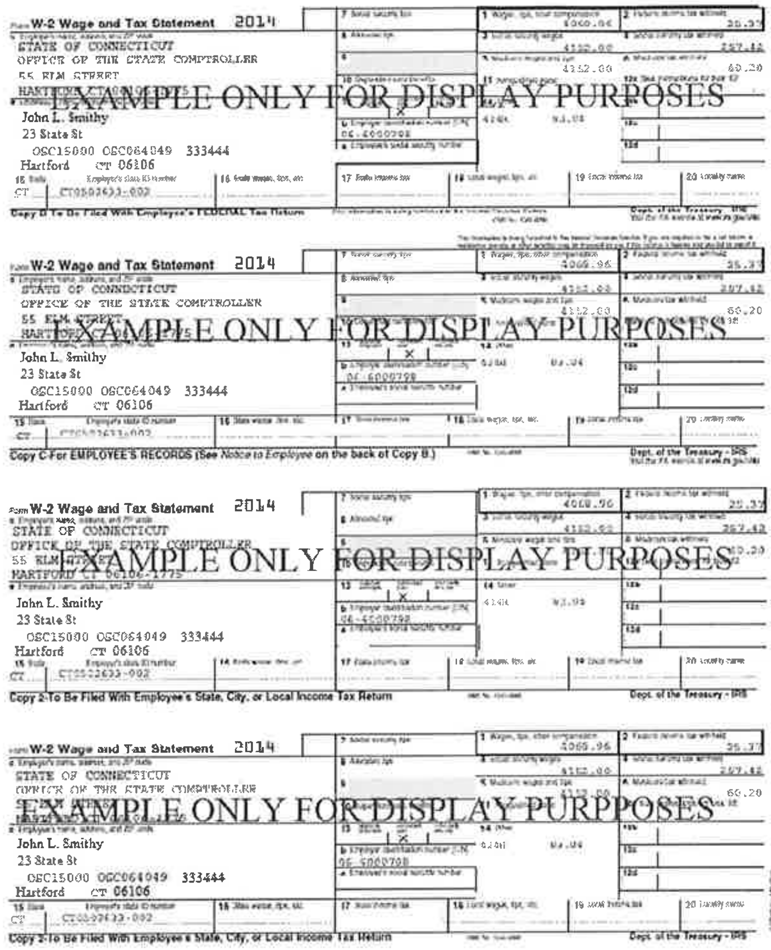
Click File > Save as to save W-2 pdf file to the location of your choice.

Or

Click File > Print to print the W-2 pdf file.

Caution: Please remember that an employee's identification information is included on each W2 and this information should only be saved or printed on trusted locations.




W-2 Wage and Tax Statement 2014
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 ELM STREET
HARTFORD CT 06106
EXAMPLE ONLY FOR DISPLAY PURPOSES
John L. Smithy
23 State St
OSC15000 OSC064049 333444
Hartford CT 06106
CT CT0502633-002
1 Wages, tips, other compensation 4060.96
2 Federal income tax withheld 35.33
3 Social security wages 4152.00
4 Social security tax withheld 257.42
5 Medicare wages and tips 4152.00
6 Medicare tax withheld 60.20
b Employer identification number 06-6000798
Copy B To Be Filed With Employee's FEDERAL Tax Return
Dept. of the Treasury - IRS

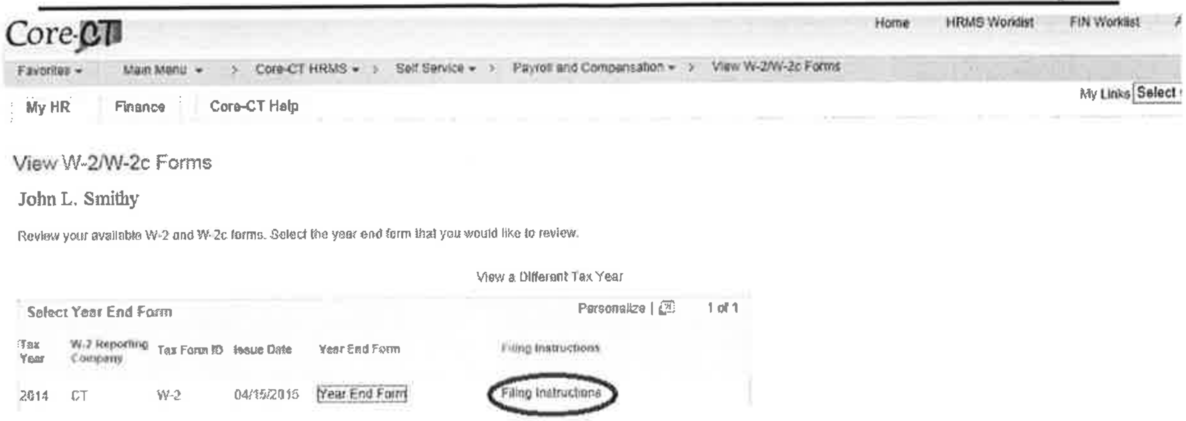
W-2 Wage and Tax Statement 2014
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 ELM STREET
EXAMPLE ONLY FOR DISPLAY PURPOSES
John L. Smithy
23 State St
OSC15000 OSC064049 333444
Hartford CT 06106
1 Wages, tips, other compensation 4060.96
2 Federal income tax withheld 35.33
3 Social security wages 4152.00
4 Social security tax withheld 257.42
5 Medicare wages and tips 4152.00
6 Medicare tax withheld 60.20
Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)
Dept. of the Treasury - IRS

W-2 Wage and Tax Statement 2014
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
55 ELM STREET
HARTFORD CT 06106-1775
EXAMPLE ONLY FOR DISPLAY PURPOSES
John L. Smithy
23 State St
OSC15000 OSC064049 333444
Hartford CT 06106
CT CT0502633-002
1 Wages, tips, other compensation 4060.96
2 Federal income tax withheld 35.33
3 Social security wages 4152.00
4 Social security tax withheld 257.42
6 Medicare tax withheld 60.20
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return
Dept. of the Treasury - IRS

W-2 Wage and Tax Statement 2014
STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
EXAMPLE ONLY FOR DISPLAY PURPOSES
John L. Smithy
23 State St
OSC15000 OSC064049 333444
Hartford CT 06106
CT CT0502633-002
1 Wages, tips, other compensation 4060.96
2 Federal income tax withheld 35.37
3 Social security wages 4152.00
4 Social security tax withheld 257.42
6 Medicare tax withheld 60.20
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return
Dept. of the Treasury - IRS

Step 5

To view or print the W-2 **Instructions, click on the Filing Instructions** (pictured on the next page inside highlighted oval)

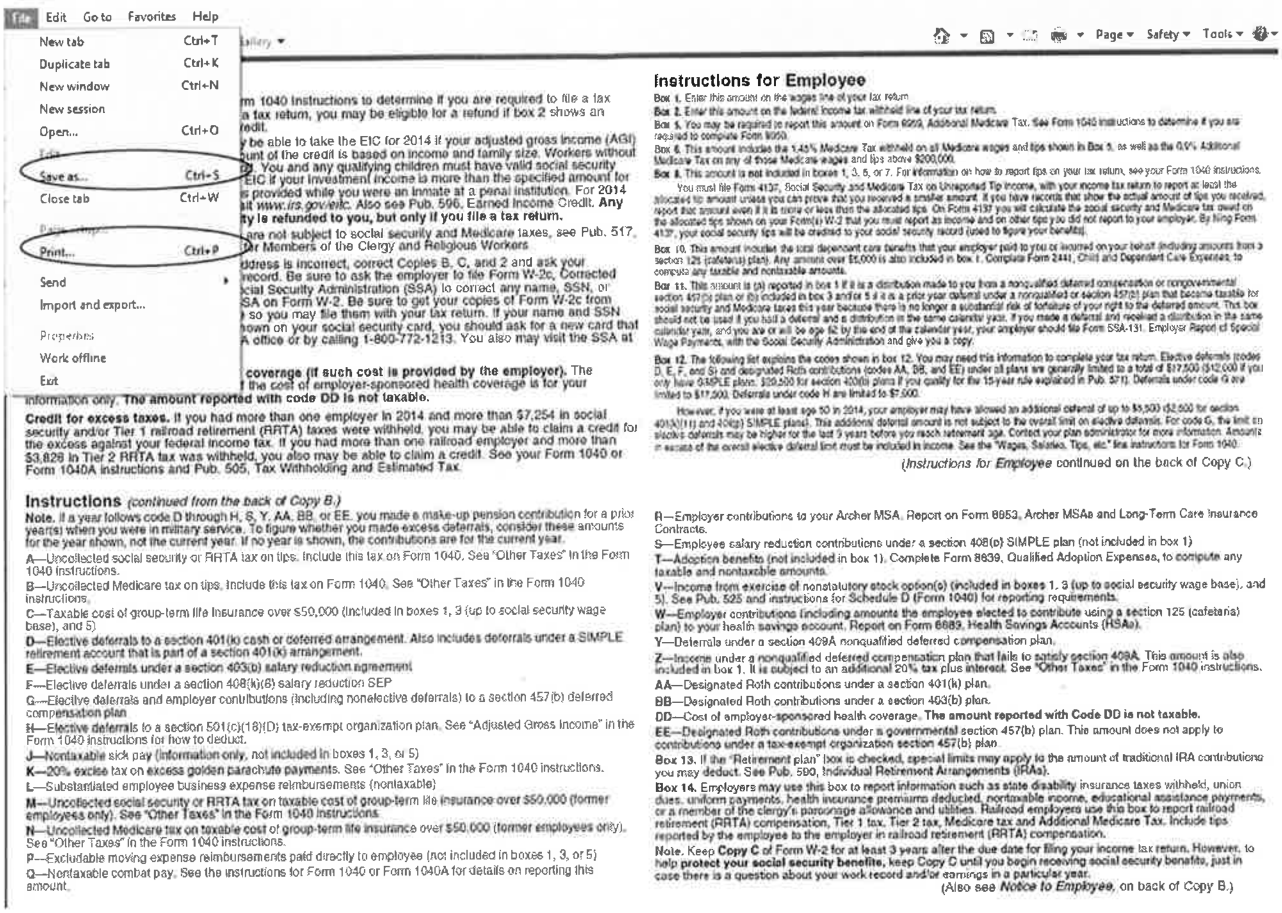


A new window will open and the W-2 instructions will be displayed (as pictured on the next page). The W-2 instructions may be saved or printed to the location of your choice

Click File > Save as to save the W-2 instructions pdf file to the location of your choice.

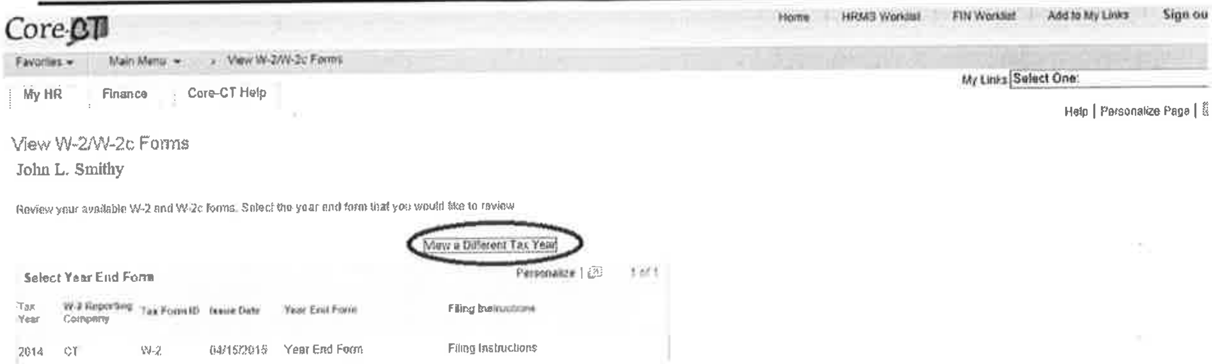
Or

Click File > Print to print the W-2 instructions.

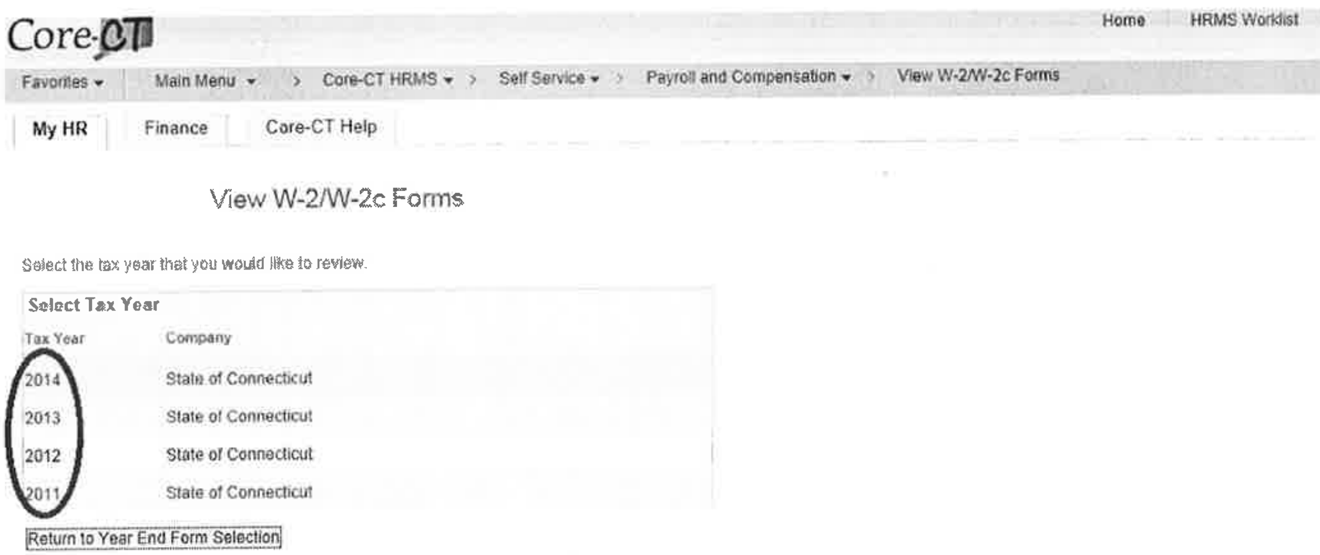


- ☐ Tax years **2011 – 2014 are available for viewing and printing** (where applicable to each employee). All future tax years will also be available for viewing and printing.

To view other tax years, click the "View a Different Tax Year" (as pictured on the next page in the highlighted oval)



All of the tax years available that are applicable to each employee will be displayed (as pictured below). Each tax year may be viewed/saved or printed (as outlined above in previous steps)



For Employees who have received W-2 C's (W-2 Corrections), please review the View_Print_eW2C_job_aid.