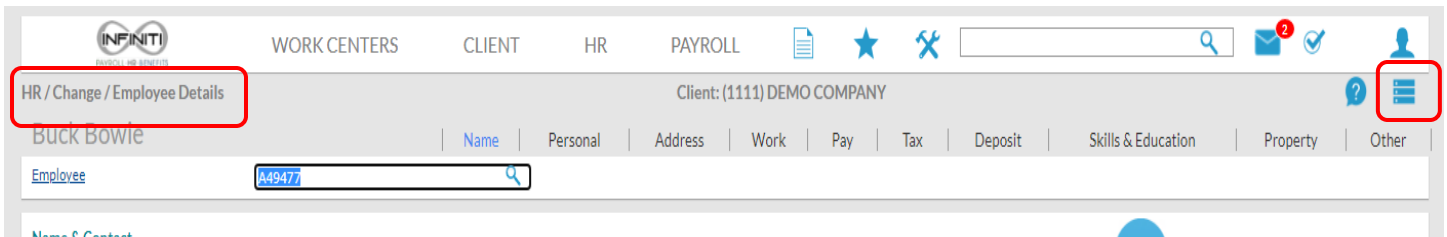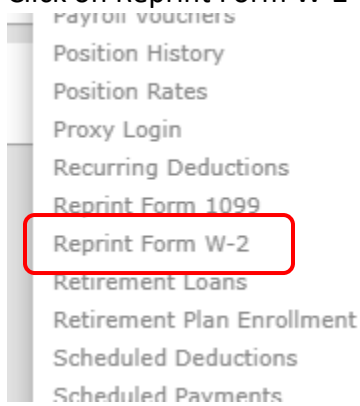# Employer Reprinting W-2

To reprint the W-2 for an employee,

1. Go to EMPLOYEE DETAILS
2. Click on the three blue bars

3. Click on Reprint Form W-2

4. Select the Tax Year and click Run. This will open the W-2 in another screen. You can then download or print from that screen.