Display Online W-2 Forms

Use this report to view and print an employee's generated online Form W-2 Wage and Tax Statement. Running this report may be necessary to provide W-2s to withdrawn employees or for employees who opted for Online-Only Forms for their W-2s in MyPortal.

Related Procedures:

W-2 Reissue

YTD Adjustments to Show Withholdings on W-2

Related Resources:

MyPortal – my tax forms

MyPortal – my online selections

OFM Service News - New MyPortal W-2 Online-Only Feature and Updated Forms W-2 Tile

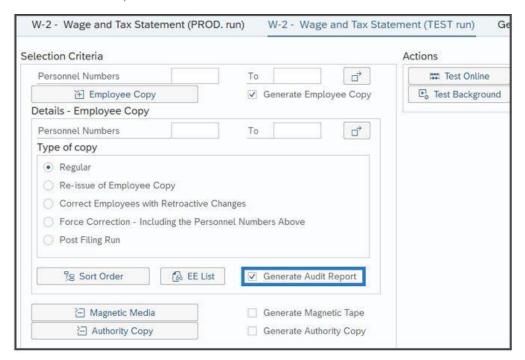
OFM Service News – PU19 Test W-2 for Employees that Opted for Online W-2

Authorized Roles:

Tax Reporter

TIPS:

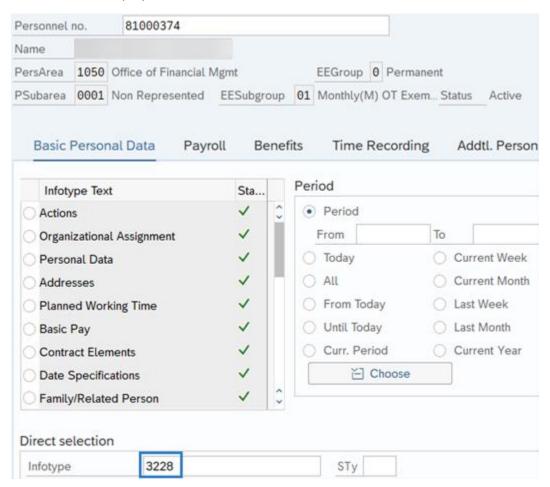
If an employee opted in for online-only Forms W-2 using My Online Selections in MyPortal, PU19 will not generate a printable test W-2. To view the information that is reported on the employee's W-2, the Generate Audit Report in the PU19 transaction must be checked.



You can still use the <u>W-2 Reissue</u> procedure in PU19 to reprint W-2s for withdrawn employees who did not opt for online-only forms.

If you are uncertain of an employee's selections within MyPortal, processors can verify the employee's W-2 preferences by taking the following steps:

- In PA30, enter the employee's Personnel Number and click Enter button to populate.
- Enter 3228 in the Direct Selection Infotype field.
- Click the Display button to see the most current record or the Overview button to see all records for the employee.



Step 1

Enter transaction code PC00 M10 ONW2 in the command field and click the Enter button.



Step 2

Complete the Selection Criteria section.

Leave the Person ID field blank.

The following field is optional:

• Personnel Number



TIPS:

The Selection Criteria section will assist in getting only the information needed. A selection is not required for each field.

Large agencies should only run one personnel number at a time.

Person ID is not used by the state of Washington.

Step 3

Complete the Form Data section.

The following fields are required:

- Tax Company
- Year

The following field is optional:

Generation Date

The following box will be checked by default:

Display Only Latest Forms

Form Data					
Tax Company	1050	- to	0		
Year	2023	to	0		
Generation Date		to	0		
Display Only Latest Forms					

TIPS:

The Form Data section will determine the time period of the employees and data that will display in the results.

If the Generation date field is populated, it will display results based on the date when the W-2 was generated.

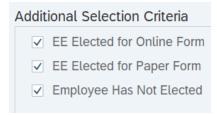
If the Display Only Latest Forms box is checked, it will display the most recently generated W-2 based on selection criteria.

Step 4

Complete the Additional Selection Criteria section.

The following boxes will be checked by default:

- EE Elected for Online Form
- EE Elected for Paper Form
- Employee Has Not Elected



TIPS:

The Additional Selection Criteria section determines the format of the report results.

We recommend that you leave all boxes checked by default when running the report.

EE Elected for Online Form: When checked, this option will display results for employees who made the Online-Only W-2 selection in MyPortal.

EE Elected for Paper Form: When checked, this option will display results for employees who made the On Paper W-2 selection in MyPortal.

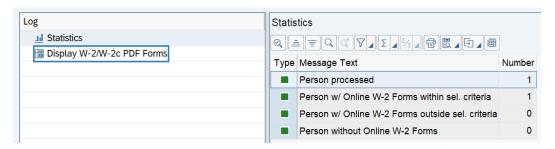
Employee Has Not Elected: When checked, this option will display results for employees who did not make any W-2 selection in MyPortal.

Step 5

Click the Execute button.

Step 6

Double click Display W-2/W-2c PDF Forms to populate the person's processed W-2.



Step 7

Depending on your selection criteria, select the form(s) you wish to view.



Step 8

Select your desired output.

TIPS:

The following selections are available:

Print button: This selection allows processors to send the form to a printer or print to PDF.

Export button: This selection allows processors to export the form to a file type of their choice.

Display Selected PDF button: This selection displays the PDF W-2 prior to processors saving or sending the form to a desired location.

PDF icon: This selection also displays the PDF W-2 prior to processors saving or sending the form to a desired location.

Sample W-2 results:

1 Wages, tips, other compensation 88737.49	2 Federal Income tax withheld 13684.56	1 Wages, tips, other compensation 88737.49	2 Federal Income tax withheld 13684.56
3 Social security wages	4 Social security tax withheld 6279.33	3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld	101279.50 5 Medicare wages and tips	6279.33 6 Medicare tax withheld
a Employee's SSA number	1468.55 Employer use only	a Employee's SSA number	1468.55 Employer use only
	d Control number		
b Employer's FED ID number	d Control number	b Employer's FED ID number	d Control number
c Employer's name, address, and ZIP code State of WA Office of Finan PO Box 43113 Olympia WA 98504-3113	cial Mngmnt	c Employer's name, address, and ZIP code State of WA Office of Finance PO Box 43113 Olympia WA 98504-3113	cial Mngmnt
7 Social security tips	8 Allocated tips	7 Social security tips	8 Allocated tips
9	10 Dependent care benefits	9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12 9786.12	11 Nonqualified plans	12a See instructions for box 12 9786.12
13 Statutory Retirement Third-Party Employee plan Sick pay	12b	13 Statutory Retirement Third-Party Employee plan Sick pay	12b
			G 6000.00
14 Other DEF RET 6542.01 PRETAX INS 1164.00	1 1 1	14 Other DEF RET 6542.01 PRETAX INS 1164.00	12c
e Employee's first name and initial Last nam	12d Suff	e Employee's first name and initial Last nam	12d Suff
f Employee's address and ZIP code		f Employee's address and ZIP code	
15 State Employer's state ID	18 Local wages, tips, etc	15 State Employer's state ID	18 Local wages, tips, etc
16 State wages, tips, etc.	19 Local income tax	16 State wages, tips, etc.	19 Local income tax
17 State income tax	20 Locality name	17 State income tax	20 Locality name
W-2 Wage and Tax Statement Copy C for Employee's records 1 Wages, tips, other compensation	you fail to report it. 2 Federal Income tax withheld	W-2 Wage and Tax 202 Statement Copy 2 To Be Filed With Employee's STATE Income	2 Federal Income tax withheld
88737.49 3 Social security wages	13684.56 4 Social security tax withheld	88737.49 3 Social security wages	13684.56 4 Social security tax withheld
5 Medicare wages and tips	6279.33 6 Medicare tax withheld	5 Medicare wages and tips	6279.33 6 Medicare tax withheld
a Employee's SSA number	1468.55 Employer use only	a Employee's SSA number	1468.55 Employer use only
b Employer's FED ID number	d Control number	b Employer's FED ID number	d Control number
c Employer's name, address, and ZP code State of WA Office of Finan PO Box 43113 Olympia WA 98504-3113	cial Mngmnt	c Employer's name, address, and ZIP code State of WA Office of Finan PO Box 43113 Olympia WA 98504-3113	cial Mngmnt
7 Social security tips	18 Allocated tips	7 Social security tips	8 Allocated tips
a security ups	8 Allocated tips	o come security ups	8 Allocated tips 10 Dependent care benefits
11 Nonqualified plans	10.00	11 Nonqualified plans	12a Can instructions for how 12
	DD 9/86.12	13 Statutory Retirement Third-Party	DD 9/86.12
13 Statutory Retirement Third-Party Sick pay	G 6000.00	Employée plan Sick pay	G 6000.00
14 Other DEF RET 6542.01	12c	^{14 Other} DEF RET 6542.01	12c
PRETAX INS 1164.00	12d	PRETAX INS 1164.00	12d
e Employee's first name and initial Last nan f Employee's address and ZIP code 15 State Employer's state ID	18 Local wages, sps, etc	e Employee's first name and initial Last nam f Employee's address and ZIP code 15 State Employee's state ID	118 Local wages, tps, etc
16 Stale wages, tips, etc.	19 Local income tax	16 State wages, tips, etc.	19 Local income tax
17 State income tax	20 Locality name	17 State income tax	20 Locality name
Wage and Tax Statement 202	Dept. of the Treasury - Internal Revenue Service	W-2 Wage and Tax 202 Copy 2 To Be Filed With Employee's CITY or LOCA	