

## W-2 Reprint Requests

Current employees are able to print their own W-2s for Tax Years 2010 through 2017. After logging into VTHR, navigate to: Self Service > Payroll and Compensation > View W-2/W-2c Forms.

Click on "Year End Form" for a PDF of the current tax year or click "View a Different Tax Year" for 2010 through 2017, a screen shot of this page is below.

The screenshot shows the Oracle Self Service interface. At the top, the Oracle logo is displayed. Below it, a breadcrumb trail reads: Favorites > Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms. The main heading is "View W-2/W-2c Forms" for user "John Doe". A yellow box highlights the link "View a Different Tax Year". Below this is a table titled "Select Year End Form" with columns: Tax Year, W-2 Reporting Company, Tax Form ID, Issue Date, Year End Form, and Filing Instructions. The table contains one row for the year 2016, reporting company VT, and tax form ID W-2. A yellow box highlights the "Year End Form" link in the table. The table also includes "Customize" and "1 of 1" options.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2016	VT	W-2		<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

If you're struggling to open your W2 please make sure that your browser's pop-up blocker is turned off. The link below, to an external website, has step-by-step instructions for most browsers. Employees can also contact the VTHR Helpdesk for assistance by calling 828-6700 option 4.

[Resource on how to turn off pop-up blocker](#)

For tax years prior to 2010, please email the [Payroll Division](#).