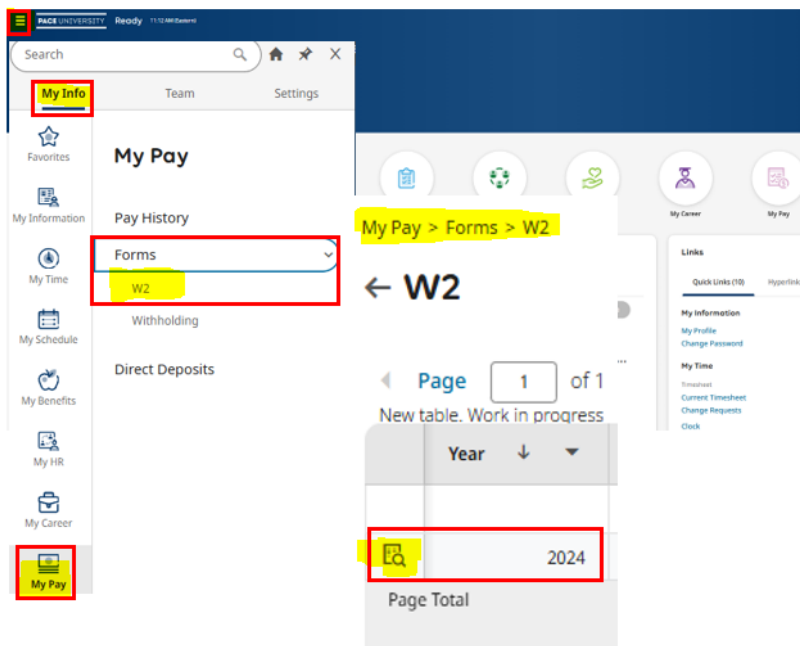


## View and download your W-2 Form:

Log into UKG. From the main menu, hamburger icon, go to the **My Info tab > My Pay > Forms > W2**.

1. From the **W2** page, select the **Preview W2** icon for the applicable year. The **Form Preview** window appears.
2. Select **Download PDF**, then follow your browser's prompt to save the file.



## W-2 Electronic Consent:

To review or change your W2 distribution method, follow the instructions below.

1. Navigate to My Info > My Pay > Forms > W2.
2. Select the Electronic Consent button from the top right of the screen.



3. Check or uncheck the box for **Receive Form W2 Electronically**. Click Save.
4. Enter your password when prompted to validate your election.



5. You will receive a notification indicating the date and time of your consent.

If you **did not** elect to suppress printing, then a paper copy of your W2 form will be mailed to your home **directly from UKG Payroll Services NO LATER THAN 1/31** of each year.