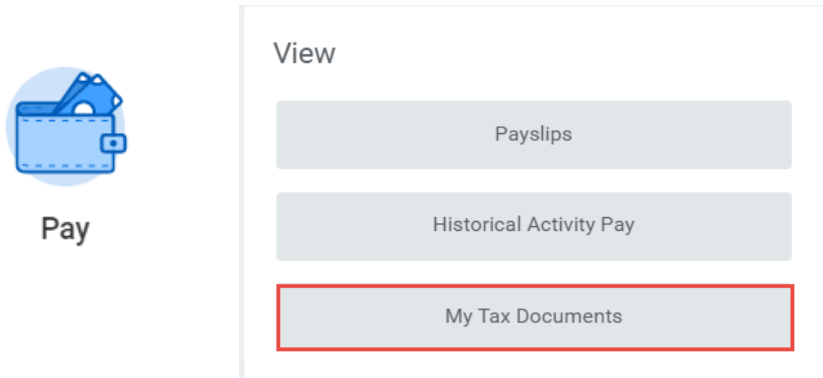


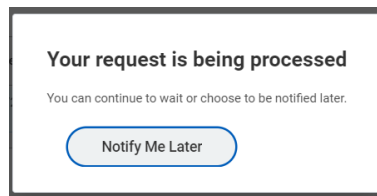
1. Click the **Pay** application on your landing page and select **My Tax Document** sub-menu button.



2. Select the **View/Print** button for the tax year you selected.

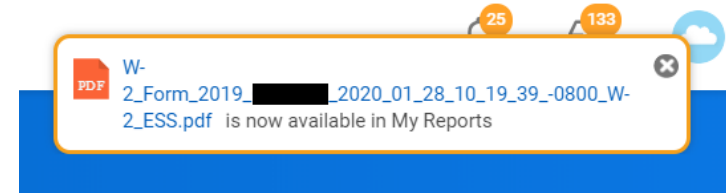
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2019	President and Board of Trustees of Santa Clara College	W-2	01/27/2020	View/Print

You may receive the following message.

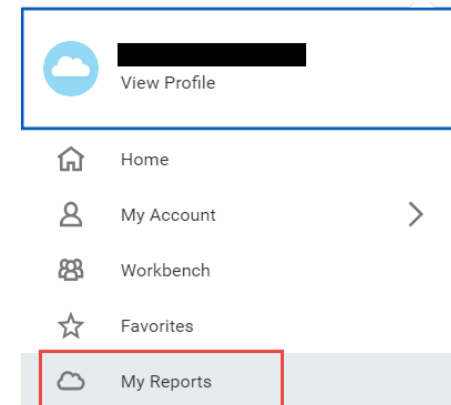


Option 1: You can wait a few seconds for the W-2 to generate
OR

Option 2: Select the “Notify Me Later” button and retrieve your W-2 by selecting the link when the Notification pops up at the top right corner




OR select the Worker Profile (cloud) and click on “My Reports”



Select the "W-2_Form_2019" file link to open and/or **View/Print**.

My Reports

1 item

File Name	Type
 W-2_Form_2019_2020_01_28_10_19_39_0800_W-2_ESS.pdf	Business Form (PDF)

3. Here's a sample view of what the W-2 should look like.

Copy B - To Be Filed With Employee's FEDERAL Tax Return OMB No. 1545-0008

a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld
941156617	5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code President and Board of Trustees of Santa Clara College 500 El Camino Real Santa Clara, CA 95052		
d Control number		
e Employee's name, address, and ZIP code		
7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See instr. for box 12 C
13 Statutory employee	14 Other VSPC	12b Code E
Retirement plan		12c Code DD
Third-party sick pay		12d Code
CA 91004192	87174.60	4932.37
15 Emp. state ID number	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2019 Dept. of the Treasury - IRS
This information is being furnished to the Internal Revenue Service.

Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return OMB No. 1545-0008

a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld
941156617	5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code President and Board of Trustees of Santa Clara College 500 El Camino Real Santa Clara, CA 95052		
d Control number		
e Employee's name, address, and ZIP code		
7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code C
13 Statutory employee	14 Other VSPC	12b Code E
Retirement plan		12c Code DD
Third-party sick pay		12d Code
CA 91004192	87174.60	4932.37
15 Emp. state ID number	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2019 Dept. of the Treasury - IRS