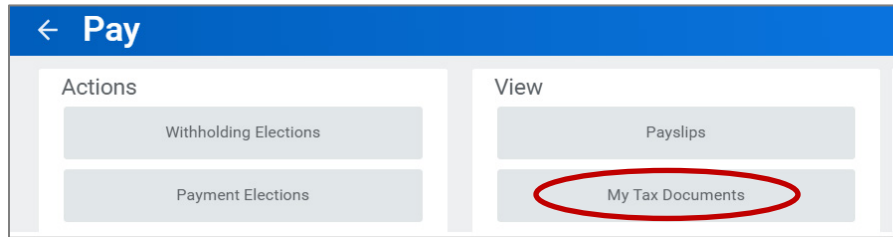
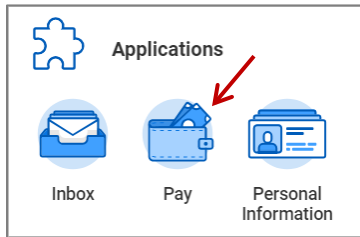




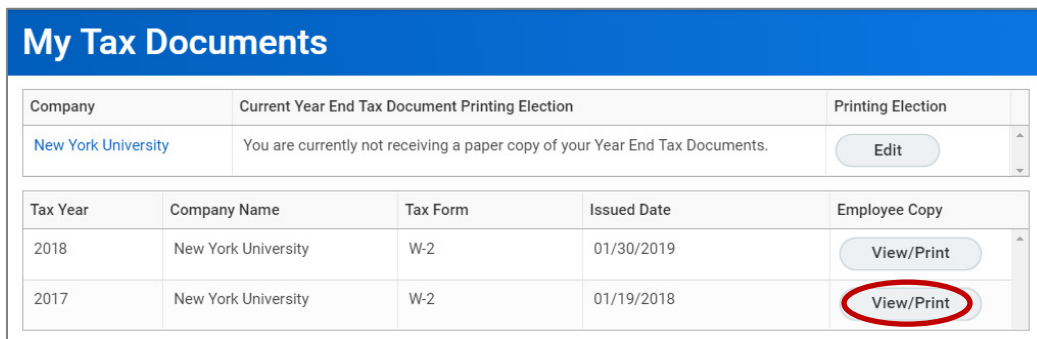
# Accessing Your Electronic Form W-2

The instructions below provide you with the most direct way to access your Form W-2. If you have questions please contact PeopleLink at (212) 992-LINK or [AskPeopleLink@nyu.edu](mailto:AskPeopleLink@nyu.edu).

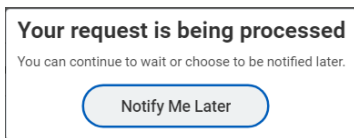
1. Log in to [PeopleSync](#) via [NYUHome](#)
2. Select the “Pay” icon, then select “My Tax Documents”



3. Select the “View/Print” button for the form you want to access.

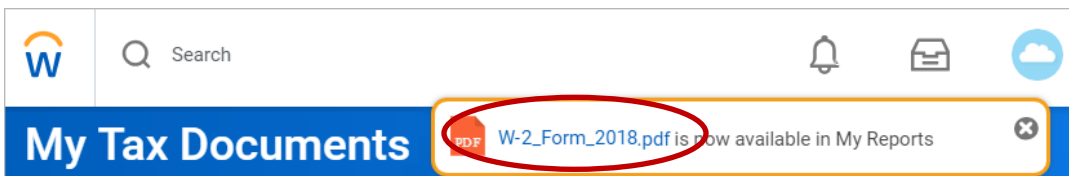


4. You will get a pop-up message stating that “Your request is being processed”.



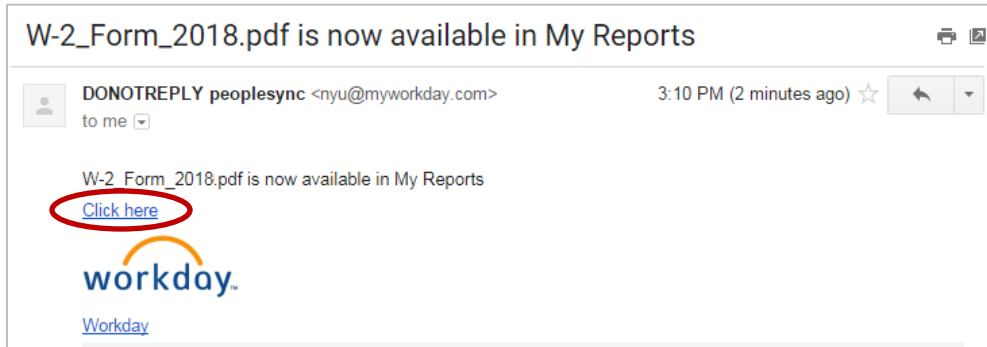
If you wait, your W-2 will appear (this may take a few minutes), you will then have the option to print or save it.

If you click “**Notify Me Later**”, you will receive a notification when your Form W-2 is available. **Click** the link to open the file. You will then have the option to print or save it.





You will also receive an email notification from PeopleSync\* informing you that your W-2 Form is available in My Reports. From the email you can navigate directly to the “My Reports” section in PeopleSync by **selecting** the link “**Click here**”.



*\*Employees who have turned off their notifications in PeopleSync will not receive this email.*

- 5. To access your Form W-2 directly from "My Reports", **click** the cloud icon in the top right corner in PeopleSync, then select “**My Reports**”.

