

Online W-2 Access Frequently Asked Questions (FAQ)

Employees have the option to receive their annual W-2 form via the United States Postal Service (USPS) or via online access in myClackamas. Accessing W-2 forms online has many benefits, including:

- **Immediate access** – Employees who sign up for online W-2 access will have access to their current year W-2 form immediately after the Payroll department has generated the forms each year in January. This is up to a week earlier than employees who elect to receive their W-2 forms via USPS.
 - Please note: W-2's for the current year will always be available to view by January 31st of each year, which is the legal deadline for distribution of W-2's. However, the Payroll department usually issues the W-2's by mid-January.
- **Income Verification** – Employees with online W-2 access will be able to view print copies of their current and previous W-2 forms, allowing for faster income verification.
- **Historical Income Information** – All W-2's from 2010 through the current year will be available for viewing and printing.
- **Reduced costs to the college** – On-line W-2's lower printing and mailing costs and save staff time.

Q. How do I sign up for online W-2 forms?

A. You can sign up for W-2 forms via myClackamas > Self Service > Employee > Tax Information.

Q. How do I access my online W-2 forms?

A. Once you have provided consent to receive online W-2 forms, you can access your current and previous forms via myClackamas > Self Service > Employee > Tax Information.

Q. When will I be able to view my W-2 forms?

A. All historical W-2 forms are available as soon as consent is provided. Future W-2s will be available to view in January of the following year.

Q. I have signed up for online W-2 forms, but when I click on the year nothing happens. Why?

A. The W-2 is opened in a second tab as a PDF. If nothing happens when you click the link, you may want to check your pop-up blocker via the settings on your browser. The pop-up blocker needs to be turned off.

Q. I have signed up for online W-2 forms and noticed my address is wrong. How do I get this corrected?

A. The address on your W-2 does not need to be corrected. However, your address does need to be updated with the College. Please update your address by submitting the Personal Information Form in [Neogov eForms](#).