Accessing your W-2

Tools/Systems	Ultipro
Notes:	Steps on how to access your W-2 in Ultipro.

1. Login into your Ultipro account. Select the pay menu > U.S. Wages and Tax Statements
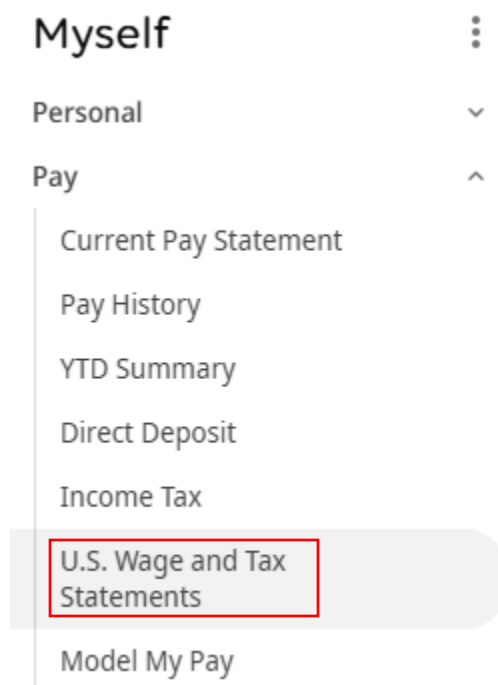
2. Select U.S. Wage and Tax Statements. Your W-2 statement will load. Additionally, you can filter by the year.

3. Click on the "Year" to open your W-2. Select the print icon.
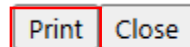
W-2

print

Form W-2 Wage & Tax Statement 2024
Copy B - To Be Filed With Employee's FEDERAL Tax Return.

This information is being furnished to the Internal Revenue Service.

4. To download or print your W-2, please select the print icon. The print preview of your W-2 will open. Select the print button in the top right corner when in the print preview.

Print | Close
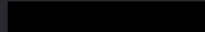
5. You can now print your W-2. Select the destination accordingly, then select print.

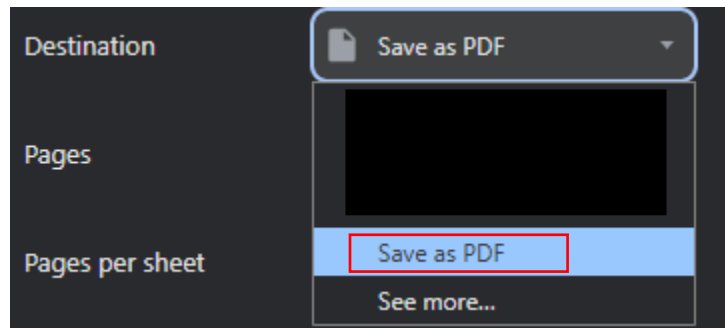| Print	5 sheets of paper
Destination	🖨 ▬▬▬▬ ▼
Pages	All ▼
Copies	1
Color	Color ▼
More settings	⌄

Print | Cancel

6. If you would like to download your W-2, please adjust the destination to "Save as PDF".

Destination   [📄 Save as PDF ▼]

Pages   [   ]

Pages per sheet   Save as PDF
                         See more...

7. Select save.

Print   5 pages

Destination   [📄 Save as PDF ▼]

Pages   [All ▼]

Pages per sheet   [1 ▼]

Margins   [Default ▼]

Options   ☑ Headers and footers
                     ☐ Background graphics

                              [Save] [Cancel]
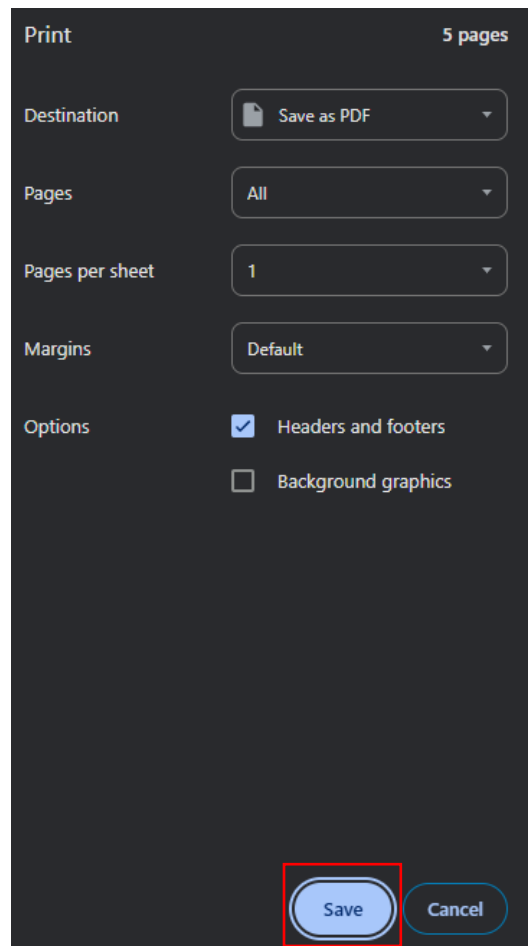
8. Save your W-2 to your downloads or your preferred folder. File name will default to "Print Preview", you can adjust the file name accordingly. You now have your W-2 downloaded.

Contact NA SSC **|** 8:00 am—8:00 pm CST **|** (855) 557-3247 **|** Submit a Ticket