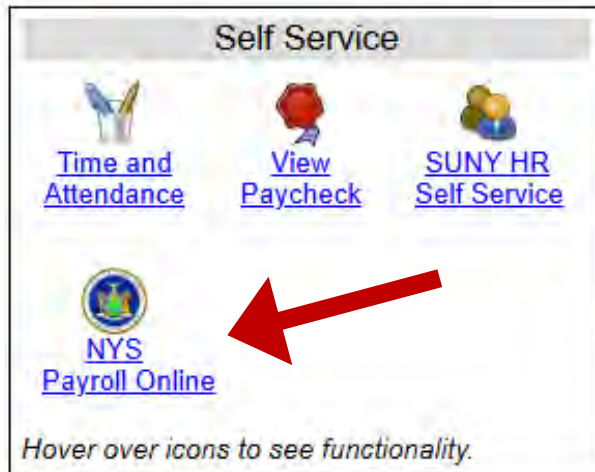


## View, Print and Save Your W-2

NYS Payroll Online (NYSPO) makes it easy to view and print current year and prior year W-2s.

1. Log in to [suny.edu/hrportal](http://suny.edu/hrportal).
2. Click NYS Payroll Online.



**NOTE:** If you have never logged into NYSPO before, please check out the [NYSPO Enrollment and Access](#) job aid or contact your agency coordinator.

3. Select **View W-2** from the left menu.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
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**NYS Payroll Online**

- [View Paycheck](#)  
View your past and present pay stubs.
- [View Direct Deposit Account\(s\)](#)  
View your direct deposit account details.
- [Go Paperless](#)  
Opt In/Out of receiving printed pay stubs and/or W-2s.
- [Update Tax Withholdings](#)  
View and update your Federal, State, and Local tax withholding information.
- [View W-2](#) **3**  
View and print your past and present W-2s.
- [Update Email Addresses](#)  
View and update your email addresses.
- [How Can We Improve This Site?](#)  
Take a quick survey and share your thoughts.

**NYS Payroll Online Help**

**NYS Payroll Online Availability**  
24 hours a day, 7 days a week  
Maintenance Downtime: 3<sup>rd</sup> Sunday of the Month

**Payroll News**

**IRS Urges Taxpayers to Complete a Paycheck Checkup**

Earlier this year, you may have noticed a slight increase in your net income. The United States Congress passed the *Tax Cuts and Jobs Act* which made significant changes to taxation laws that could affect taxpayer payroll withholdings. Having too little tax withheld could result in an unexpected tax bill or penalty when you file your 2018 taxes.

The Internal Revenue Service (IRS) and the NYS Office of the State Comptroller (OSC) encourage all employees to complete a "paycheck checkup" to make sure you have the right amount of tax withheld from your paycheck. To help you perform this checkup, the IRS has made the [IRS Withholding Calculator](#) available. The IRS Withholding Calculator will help you determine if you need to make changes to your tax withholdings.

According to the IRS, taxpayers in the following categories should conduct a "checkup" immediately:

- Those who itemize their deductions on Schedule A of the Form 1040
- Households with two wage earners
- Taxpayers with incomes from multiple sources
- Taxpayers with complex tax profiles

Tips to avoid tax surprises:

- Complete a "paycheck checkup"
- Talk to a tax professional
- General rule: the fewer withholding allowances, the higher the tax withholding

## View Your W-2

1. The **View W-2** page displays the following items for each W-2 listed:

- Tax Year
- W-2 Reporting Company
- Tax Form ID
- Issue Date
- Year End Form (link)
- Filing Instructions (link)

**NOTE:** The **View W-2** page currently shows only W-2 forms. Any amended W-2c forms (corrected W-2s) issued after the W-2 will not be included in this list.

2. Click **Year End Form** to view the W-2 for the selected year.

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NYS Payroll Online

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New Window

**View W-2**  
EMPLOYEE,NYS

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2016	NYS	W-2	01/12/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2015	NYS	W-2	01/08/2016	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2013	NYS	W-2	01/10/2014	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2012	NYS	W-2	01/11/2013	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2011	NYS	W-2	01/06/2012	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[Return to NYS Payroll Online](#)

**NOTE:** If you are using Internet Explorer, you may be prompted to **Open** or **Save** your pay stub. Click **Open** and it will open as an Adobe PDF document in a new window.

**NOTE:** You must allow pop-ups in order to view your pay stub or W-2 information in NYSPO. There are instructions on how to manage internet browser pop-ups further on in this document.

## Manage Pop-ups in Internet Explorer

There are two options you can select when allowing pop-ups:

1. Select **Allow once** every time a pop-up appears, or
2. Allow all pop-ups from NYSP0 by selecting the **Options for this site** and choosing **Always allow**.

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Online Services  
NYS Payroll Online

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View W-2  
EMPLOYEE,NYS

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2016	NYS	W-2	01/12/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2015	NYS	W-2	01/08/2016	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2013	NYS	W-2	01/10/2014	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2012	NYS	W-2	01/11/2013	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2011	NYS	W-2	01/06/2012	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

Return to [NYS Payroll Online](#)

Internet Explorer blocked a pop-up from \*.osc.ny.gov.

1 Allow once

2 Options for this site

Always allow  
More settings

## Manage Pop-ups in Google Chrome

1. Click the red **X** icon to open the Google Chrome pop-up announcement.
2. Select the radio button to the left of **Always allow pop-ups from...**
3. Click **Done**.

The following pop-ups were blocked on this page:

- [https://qapsonline.osc.ny.gov/psc/p91vol...bLfxvFUbi1a1aFLUMj713g-U/PYW216S\\_EE.pdf](https://qapsonline.osc.ny.gov/psc/p91vol...bLfxvFUbi1a1aFLUMj713g-U/PYW216S_EE.pdf)

Always allow pop-ups from <https://qapsonline.osc.ny.gov>

Continue blocking pop-ups

[Manage pop-up blocking...](#) **Done**

**View W-2**  
EMPLOYEE,NYS

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2016	NYS	W-2	01/12/2017	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2015	NYS	W-2	01/08/2016	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2013	NYS	W-2	01/10/2014	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2012	NYS	W-2	01/11/2013	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2011	NYS	W-2	01/08/2012	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[Return to NYS Payroll Online](#)

# Print Your W-2 in Internet Explorer

There are two available options.

1. Click **Tools > Print > Print** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Printer** icon from the pop-up tool bar, and follow the prompts.

The screenshot shows a web browser window with the URL <https://qapsonline.osc.ny.gov/psc/pp91>. The page displays a W-2 Wage and Tax Statement for 2016 for an employee of the State of New York. The form includes fields for employer information, employee information, and various tax amounts. A red arrow labeled '1' points to the printer icon in the browser's top right corner. A second red arrow labeled '2' points to the printer icon in a pop-up toolbar at the bottom of the page.

Form W-2 Wage and Tax Statement 2016		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
8 Employer's name, address, and ZIP code STATE OF NEW YORK 110 STATE STREET ALBANY NY 12236		9 Allocated tips	3 Social security wages	4 Social security tax withheld
9 Employee's name, address, and ZIP code NYS EMPLOYEE 110 STATE STREET ALBANY NY 12236		10 Dependent care benefits	5 Medicare wages and tips	6 Medicare tax withheld
15 State NY 146013200		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
19 Health, dental, vision, other a Health <input checked="" type="checkbox"/> b Dental <input type="checkbox"/> c Vision <input type="checkbox"/> d Other <input type="checkbox"/>		20 Local income tax	14 Other	12a See instructions for box 12
16 State wages, tips, etc. 30,624.48		17 State income tax 1,199.16	18 Local wages, tips, etc.	19 Local income tax
16 State wages, tips, etc. 30,624.48		17 State income tax 1,199.16	18 Local wages, tips, etc.	19 Local income tax
16 State wages, tips, etc. 30,624.48		17 State income tax 1,199.16	18 Local wages, tips, etc.	19 Local income tax
16 State wages, tips, etc. 30,624.48		17 State income tax 1,199.16	18 Local wages, tips, etc.	19 Local income tax

# Print Your W-2 in Google Chrome

There are two available options.

1. Click **Menu > Print** and follow the prompts, or
2. Select the **Printer** icon from the tool bar at the top of the window and follow the prompts.

View W-2/W-2c Forms x 8403000753.g x

Secure https://qapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA8vB\_vXBC8LputRAJFSqF+PHfx8PiQdtOpTexDXt1Qqf

8403000753.g 1 / 1

Form **W-2 Wage and Tax Statement 2016**

**C** Employer's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12236

**E** Employee's name, address, and ZIP code  
NYS EMPLOYEE  
110 STATE STREET  
ALBANY NY 12236

7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
8 Allocated tips	30,624.48	3,761.62
9	3 Social security wages	31,601.84
10 Dependent care benefits	5 Medicare wages and tips	31,601.84
11 Nonqualified plans	6 Medicare tax withheld	458.23
12a See instructions for box 12	12b	DD 8,146.09
12c	12d	
13 <input checked="" type="checkbox"/> Statutory employee <input type="checkbox"/> Retiree <input type="checkbox"/> Director or officer	14 Other	414H 977.36
b Employer identification number (EIN)		14-6013200
a Employee's social security number		999-999-9999
15 State NY	16 State wages, tips, etc. 30,624.48	17 State income tax 1,199.16
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

**Copy B-To Be Filed With Employee's FEDERAL Tax Return** This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008 Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form **W-2 Wage and Tax Statement 2016**

**C** Employer's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12236

**E** Employee's name, address, and ZIP code  
NYS EMPLOYEE  
110 STATE STREET  
ALBANY NY 12236

7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
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15 State NY	16 State wages, tips, etc. 30,624.48	17 State income tax 1,199.16
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**Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)** OMB No. 1545-0008 Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.

Form **W-2 Wage and Tax Statement 2016**

**C** Employer's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12236

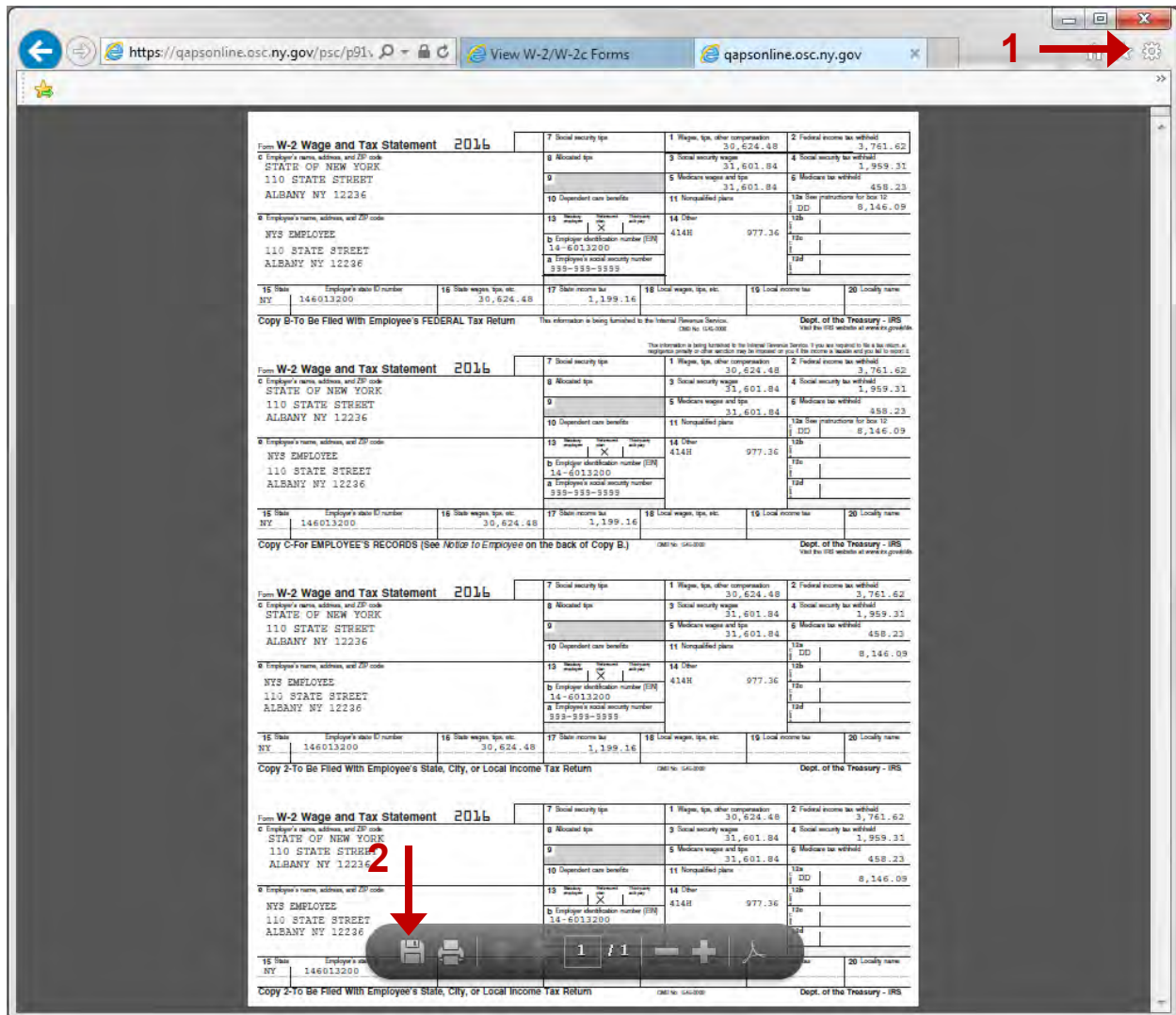
**E** Employee's name, address, and ZIP code  
NYS EMPLOYEE  
110 STATE STREET

7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
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18 Local wages, tips, etc.	19 Local income tax	20 Locality name

# Save Your W-2 in Internet Explorer

There are two available options.

1. Click **Tools > File > Save as...** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Diskette** icon from the pop-up tool bar, and follow the prompts.

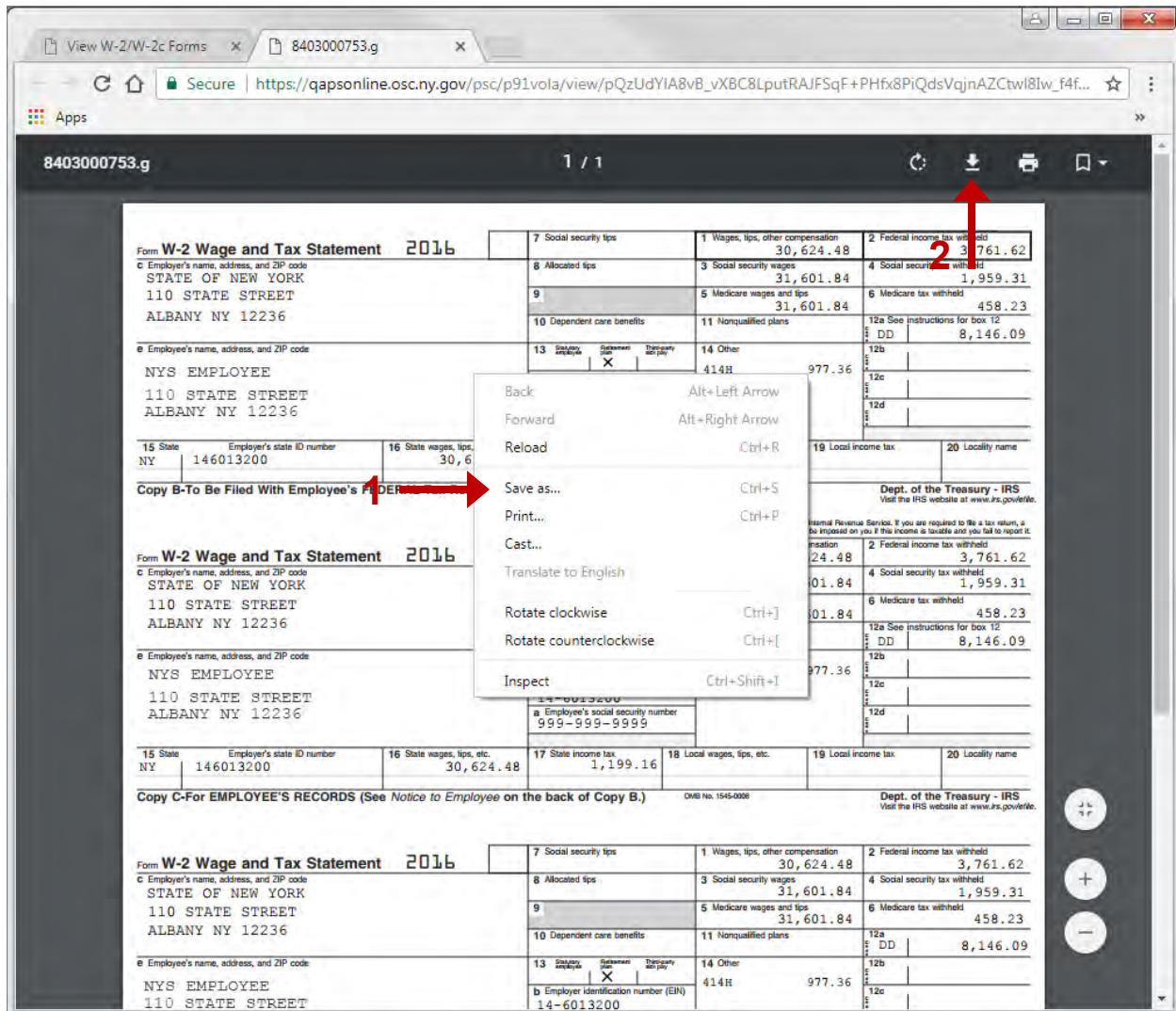




# Save Your W-2 in Google Chrome

There are two available options.

1. Right click, select **Save as...** and follow the prompts, or
2. Select the **Download** icon from the tool bar at the top of the window and follow the prompts.



## Sign Out

For security purposes, you should always **Sign out** of NYSPPO when you are finished viewing or updating your payroll information. **Close** all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPPO.

The screenshot shows the 'NYS Payroll Online' website interface. At the top, the header includes 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main navigation bar features 'Home', 'Sign out' (circled in red), and 'Terms of Use'. Below the navigation bar, there are two main content areas: 'NYS Payroll Online' and 'Payroll News'. The 'NYS Payroll Online' section contains several links: 'View Paycheck', 'View Direct Deposit Account(s)', 'Go Paperless', 'Update Tax Withholdings', 'View W-2', 'Update Email Addresses', and 'How Can We Improve This Site?'. The 'Payroll News' section features an article titled 'IRS Urges Taxpayers to Complete a Paycheck Checkup' with a detailed text block and a bulleted list of categories for taxpayers to conduct a 'checkup' immediately. Below the list are 'Tips to avoid tax surprises'.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

Home **Sign out** Terms of Use

**NYS Payroll Online**

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- Talk to a tax professional
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