

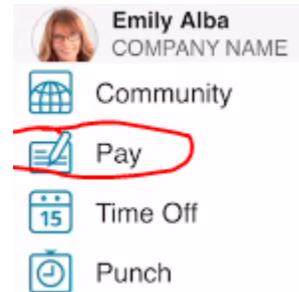
Find your W2

If you opted-in to receive your W-2 electronically, it is now available to view in Paylocity. If you still want a hard copy, you can print it from home or on the computer at Base. Those that didn't opt-in will receive their hard copy the beginning of Feb.

How to view your W2...

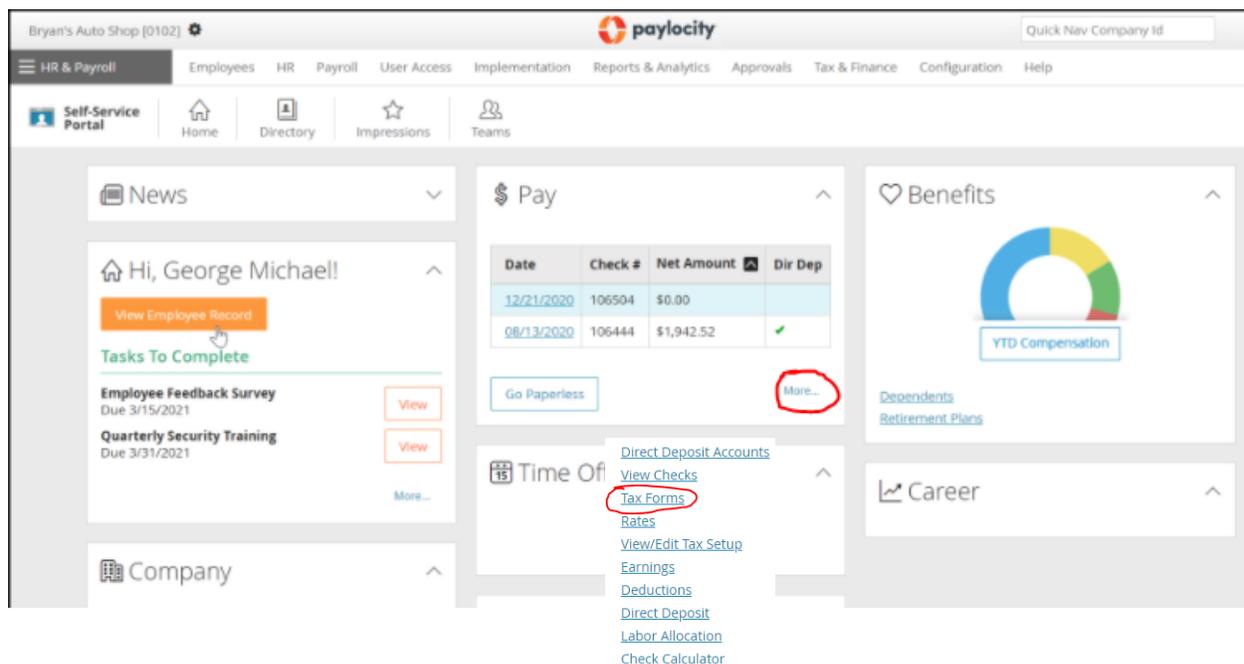
Via the App (easier route):

- 1) From the menu, click on "Pay," then click on "Tax Forms" in the bottom right hand corner of your screen. Click on the W-2 to preview it, you can also view it as a .pdf. If you want to e-mail it to yourself or someone else, select the checkbox for 2021 and click the envelope icon in the top right hand. You will need to create a password for viewing the e-mailed pdf version.



Via Desktop:

- 1) On your self-service portal home page, under the **Pay** section, click on the "More..." link, then click on "Tax Forms."



This will take you to a preview of your W-2. To access a full copy, click the "Download W-2" button in the top right-hand corner. Paylocity may send a code to your phone to verify it's really you. You will then have to enter your password twice with the one you use to get into Paylocity. You can then save it to your computer or print a copy.

If you have any questions, please talk to Mindy, Kari, or Angell.