

Go Paperless

Now that you have online access to your Form W-2, Wage and Tax Statements (W-2) and your paycheck information, you can choose to stop receiving a printed copy of your W-2, your pay stub, or both!

NOTE: Anyone can choose to stop receiving a printed W-2. However, if you are still being issued a printed check you are not eligible to stop receiving a printed pay stub. If you would like to go paperless, you must enroll your entire check in direct deposit. The direct deposit enrollment form and instructions can be found at the following link: www.osc.state.ny.us/payroll/files/ac2772.pdf.

1. Enter your username and password.
2. Click **Sign In**.

Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#)

[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

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NEW YORK STATE
Agencies Services
App Directory
Counties
Events
Programs

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. Click **Go Paperless** in the left menu.

Office of the State Comptroller
Online Services
NYS Payroll Online

New York State Comptroller
Thomas P. DiNapoli

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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](#) ← 3
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](#)
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: 3rd 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

4. To stop receiving printed pay stubs, click the [Printed Pay Stubs](#) link or
To stop receiving printed W-2s, click the [Printed W-2s](#) link.

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New Window http

Opt In/Out of ...
NYS EMPLOYEE

[Printed Pay Stubs](#)
Grant or withdraw consent to stop printing pay stubs

[Printed W-2s](#)
Grant or withdraw consent to stop printing W-2s

[Return to NYS Payroll Online](#)

Go Paperless — Printed Pay Stubs

NOTE: If you work for more than one State agency, then select the **Job Title** on the **Select Job Title** page to open the **Printed Pay Stubs** page. If you want to go paperless for all of your agencies you will need to complete the process below for EACH Job Title listed.

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New Window http

Direct Deposit
Select Job Title
NYS EMPLOYEE

Job Information	Job Title	Department
	Job Title 1	Agency 1
	Job Title 2	Agency 2
	Job Title 3	Agency 3

[Return to Opt In/Out of ...](#)
[Return to NYS Payroll Online](#)

NOTE: If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below. This message includes a link to the direct deposit enrollment form and instructions. If you want to participate in direct deposit, complete this form and submit it to your payroll administrator.

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Printed Pay Stubs
NYS EMPLOYEE

You are not currently enrolled for direct deposit. Click [here](#) to download the direct deposit enrollment form and instructions.
[Return to Select Job Title](#)
[Return to NYS Payroll Online](#)

1. Select the radio button to indicate **“I do not want a printed copy of my Direct Deposit pay stub sent to me.”**
2. Click **Save**.

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Printed Pay Stubs

NYS EMPLOYEE

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay stub

I would like a printed copy of my Direct Deposit pay stub sent to me.

I do not want a printed copy of my Direct Deposit pay stub sent to me. ← 1

Save ← 2

[Return to Opt In/Out of ...](#)
[Return to NYS Payroll Online](#)

3. Click **OK** to return to the **Printed Pay Stubs** page.

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New Window

Direct Deposit

Save Confirmation

✓ Your change was successfully saved.
However, due to timing, your change may not be reflected on the next paycheck.

OK ← 3

NOTE: Due to timing, your change may not be reflected in your next paycheck. This is because the change may have been made too late for the payroll system to stop the printing of your most recent direct deposit pay stub. If this is the case, the change will take effect in the following pay period. If you opt for paperless pay stubs and later decide that you would like to change your status to receive a printed pay stub, you can do so by returning to this page

Go Paperless — Printed W-2s

NOTE: You only need to provide consent once, regardless of the number of State agencies you work for.

1. Read the disclosure message.
2. Select the checkbox to indicate **“I do not want a printed copy of my W-2s sent to me.”**
3. Click **Save**.

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Printed W-2s

NYS EMPLOYEE

Submit or withdraw your consent to receive a printed copy of your W-2s.

By checking the box below and clicking Save, I am confirming that I no longer wish to receive a printed copy of my Form W-2, Wage and Tax Statement. I understand that I can access and print a copy of my Form W-2 from NYSPO, and that a Job Aid (link) is available for printing instructions. I reserve the right to change my election at any time.

Your Current Status: No consent received.

I do not want a printed copy of my W-2s sent to me.

Save

[Return to Opt In/Out of ...](#)

[Return to NYS Payroll Online](#)

4. Click **OK** to return to the **Printed W-2** page.

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W-2 Consent

Save Confirmation

✓ Your change was successfully saved.

OK

NOTE: If you opt for paperless W-2s and later decide that you would like to change your status, you can do so by returning to this page.

The following IRS regulations apply to NYS employees and how their W-2 can be distributed by The Office of the State Comptroller (OSC):

- An employee will continue to receive a printed W-2 unless he/she elects to no longer receive printed W-2s.
- An employee electing to no longer receive printed W-2s will maintain this election for all subsequent years until he/she changes his/her election or separates from state service.
- An employee may elect to no longer receive a printed W-2 via NYSPO.
- The employee making the election will receive an email notification stating that his/her W-2 distribution status has changed.
- An employee can contact his/her agency Payroll Officer to request a printed W-2.
- Employees must have ability to change their status back to receiving printed W-2s via USPS mail for subsequent years. An employee can make this change via NYSPO or in writing by contacting his/her agency Payroll Officer.
- The employee reversing the election via NYSPO will receive an email notification stating that their W-2 distribution status has changed.
- An employee that has elected to receive printed W-2s will maintain this election for all subsequent years until he/she changes his/her election to no longer receive printed W-2s.
- Employees that are placed in a Terminated, Retired, or Deceased payroll status will have their W-2 consent status reset and will receive subsequent printed W-2s via USPS mail.
- The employee must have an internet connection to access NYSPO and modify his/her status.
- The employee must have a PDF viewer to access his/her W-2 on NYSPO.
- If the hardware or software required to access the W-2 creates a risk where employees might not be able to access the W-2, then OSC will contact all employees of the change and the required hardware or software needed to access the W-2.
- If the hardware or software required is changed, then OSC will reset all employees to receiving printed W-2s via USPS mail.
- The employee's W-2s will be available on NYSPO for a period of seven years.

Sign Out

For security purposes, you should always **Sign out** of NYSPO 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 NYSPO.

The screenshot shows the NYS Payroll Online website. At the top, the header includes the Office of the State Comptroller logo and the text "New York State Comptroller Thomas P. DiNapoli". The main navigation bar contains "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".

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](#)
View and print your past and present W-2s.
- [Update Email Addresses](#)
View and update your email addresses.
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Take a quick survey and share your thoughts.

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