

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

The screenshot shows the NYS.gov ID login interface. At the top left is the New York State logo. A navigation bar contains links for Services, News, Government, and Local. Below this is a dark blue header with links for NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The main content area features a login form titled 'NY.gov ID' with a sub-header 'Please login after reading the Acceptable Use Policy below'. The form includes a 'Username:' field, a 'Password:' field, and a 'Sign In' button. Two red arrows point to the Username and Password fields, labeled '1' and '2' respectively. Below the form are links for 'Forgot your Username or Password' and 'NY.gov ID - Terms of Service'. At the bottom of the form area is a link for 'Agency Assistance & Contact Information'. The footer contains copyright information and a 'Contact Us' link, followed by a dark blue bar with links for Agencies, App Directory, Counties, Events, Programs, and Services.

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
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](#)
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: 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

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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Online Services

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	Year End Form	Filing Instructions
2015	NYS	W-2	01/08/2016	Year End Form	Filing Instructions
2013	NYS	W-2	01/10/2014	Year End Form	Filing Instructions
2012	NYS	W-2	01/11/2013	Year End Form	Filing Instructions
2011	NYS	W-2	01/06/2012	Year End Form	Filing Instructions

[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 NYSPO by selecting the **Options for this site** and choosing **Always allow**.

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New Window http

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EMPLOYEE,NYS

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2016	NYS	W-2	01/12/2017	Year End Form	Filing Instructions
2015	NYS	W-2	01/08/2016	Year End Form	Filing Instructions
2013	NYS	W-2	01/10/2014	Year End Form	Filing Instructions
2012	NYS	W-2	01/11/2013	Year End Form	Filing Instructions
2011	NYS	W-2	01/06/2012	Year End Form	Filing Instructions

[Return to NYS Payroll Online](#)

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

1 ↓

2 ↓

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...bLfxvFUb1a1aFLUMj7I3g+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

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2013	NYS	W-2	01/10/2014	Year End Form	Filing Instructions
2012	NYS	W-2	01/11/2013	Year End Form	Filing Instructions
2011	NYS	W-2	01/06/2012	Year End Form	Filing Instructions

[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 following details:

- Address Bar:** <https://qapsonline.osc.ny.gov/psc/pp91v>
- Page Title:** View W-2/W-2c Forms
- Browser Tab:** qapsonline.osc.ny.gov
- Form Title:** Form W-2 Wage and Tax Statement 2016
- Employee Information:**
 - Employer: STATE OF NEW YORK, 110 STATE STREET, ALBANY NY 12236
 - Employee: NYS EMPLOYEE, 110 STATE STREET, ALBANY NY 12236
 - Employer ID: 146013200
 - Employee SSN: 999-999-9999
- Form Fields:**
 - 7 Social security tips: 30,624.48
 - 1 Wages, tips, other compensation: 31,601.84
 - 2 Federal income tax withheld: 3,761.62
 - 3 Social security wages: 31,601.84
 - 4 Social security tax withheld: 1,959.31
 - 5 Medicare wages and tips: 31,601.84
 - 6 Medicare tax withheld: 458.23
 - 14 Other: 414H, 977.36
 - 15a State income tax: 1,199.16
 - 16 State wages, tips, etc.: 30,624.48
 - 17 Local wages, tips, etc.: 1,199.16
 - 18 Local income tax: 8,146.09
- Browser Interface:**
 - Red arrow '1' points to the 'Tools' menu icon in the top right corner.
 - Red arrow '2' points to the printer icon in the bottom toolbar.

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

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	

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

13 <input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Sole proprietor or partner <input type="checkbox"/> Director or officer	14 Other	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
b Employer identification number (EIN) 14-6013200	414H 977.36	1,199.16			
a Employee's social security number 999-999-9999					

15 State NY 146013200 16 State wages, tips, etc. 30,624.48

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

7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
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NYS EMPLOYEE
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ALBANY NY 12236

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a Employee's social security number 999-999-9999					

15 State NY 146013200 16 State wages, tips, etc. 30,624.48

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

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NYS EMPLOYEE
110 STATE STREET

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b Employer identification number (EIN) 14-6013200	414H 977.36				

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.

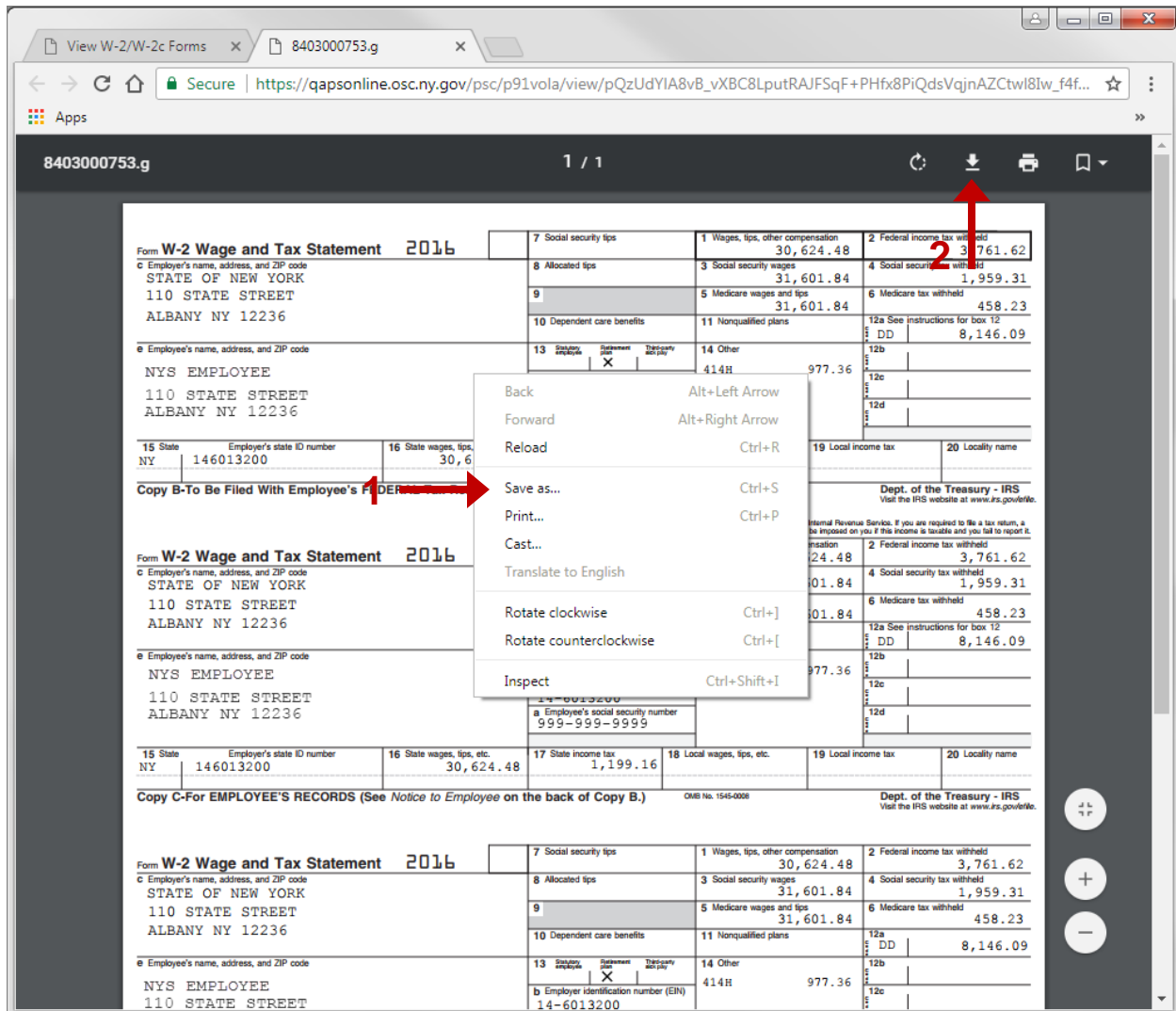
The screenshot shows an Internet Explorer browser window with the URL <https://qapsonline.osc.ny.gov/psc/p91v>. The page displays a W-2 Wage and Tax Statement for 2016 for an employee of the State of New York. The form is repeated three times, with the first and third copies labeled as 'Copy B-To Be Filed With Employee's FEDERAL Tax Return' and 'Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return' respectively. A red arrow labeled '1' points to the gear icon in the top right corner of the browser window. A second red arrow labeled '2' points to a diskette 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
Employee's name, address, and ZIP code STATE OF NEW YORK 110 STATE STREET ALBANY NY 12236		8 Allocated tips	3 Social security wages	4 Social security tax withheld
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17 State income tax 1,199.16		18 Local wages, tips, etc.		19 Local income tax
20 Locality name		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/irs		

Save Your W-2 in Google Chrome

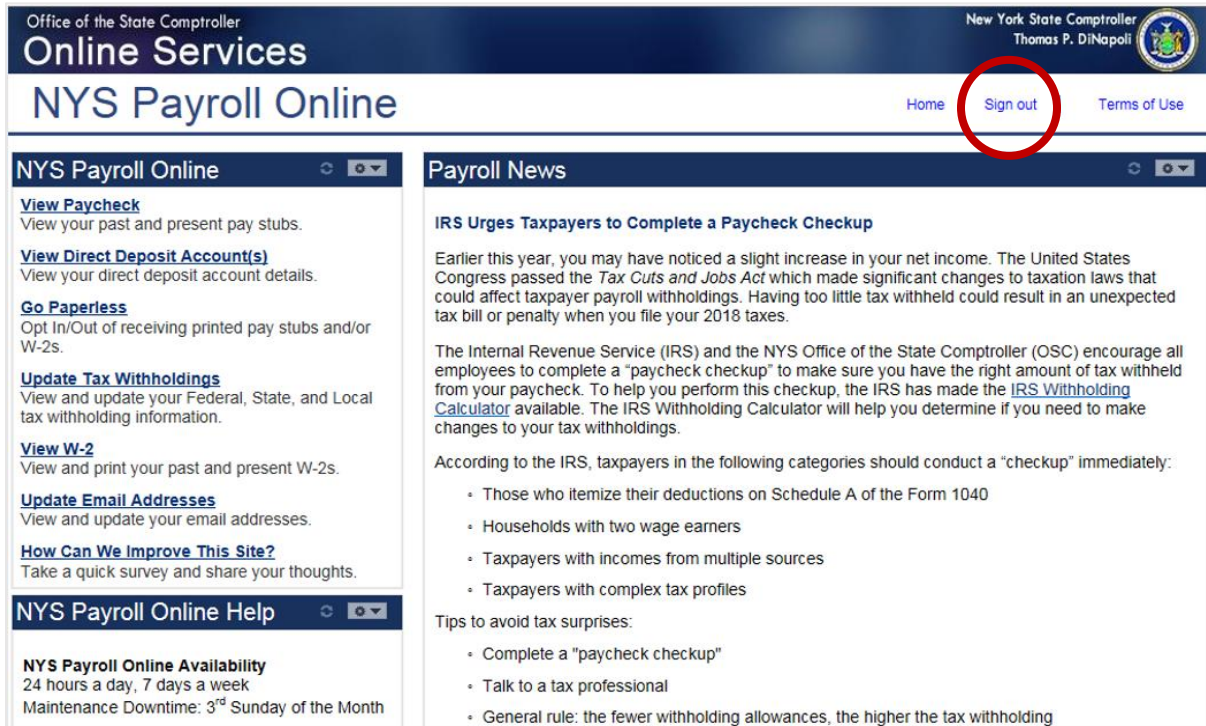
There are two available options.

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 top navigation bar of the NYSPPO website. 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 the text "Online Services" and "NYS Payroll Online". The "Sign out" link is circled in red. Below the navigation bar, there are two main content areas: "NYS Payroll Online" and "Payroll News".

Office of the State Comptroller
Online Services
New York State Comptroller
Thomas P. DiNapoli

NYS Payroll Online Home **Sign out** Terms of Use

NYS Payroll Online

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Opt In/Out of receiving printed pay stubs and/or W-2s.
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