

My W-2s

Any W-2 you have ever received from *WinCap* may be obtained under the W-2s section of Employee Self Service. Current W-2s may be obtained once the district has finalized for the calendar year. The district encourages all employees to receive your original W-2 through *WinCapWEB* only and no longer have a paper copy print through the payroll office.

Your site's system setup requires a one-time consent for current year W-2s while prior years will still be available for printing.

WinCapWeb > Employee Self-Service > Print My W-2s

Print My W-2s

Use this report to print originals or copies of your IRS Form W-2s.

Until your organization finalizes your Form W-2 totals, you will receive a message that states "Your W-2 is not ready to be printed at this time"

Calendar Year: 2012 ▾

You must consent to receiving your W-2's online before you are able to print your W-2's at this time.

[Go To W-2 Consent Elections](#)

In order to receive your W2 electronically you must consent to receive it, one time only. Select the "Go To W-2 Consent Elections" button

WinCapWeb > Employee Self-Service > My W-2 Consent Elections

Carol Nappi

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

HOW TO PRINT YOUR W-2 FORM ONLINE

Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service Menu.
2. Select the correct calendar year and options to print. Your W-2 may be required to be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

SCOPE AND DURATION OF CONSENT

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

The W-2 Consent Elections page outlines the system requirements for retrieving your W-2 and instructions on how to print

Your current election will be displayed.

PAPER STATEMENT
Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT
You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

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Typing in your WinCapWEB password and selecting "Consent" will check a flag on your employee record to not have your official W-2 print through the payroll office at year end. You are consenting that you will retrieve your W-2 through WinCapWEB ESS

[WinCapWeb](#) > [Employee Self-Service](#) > [My W-2 Consent Elections](#)

Carol Nappi

THANK YOU FOR YOUR CONSENT!

You have successfully consented to receive your W-2 forms electronically.

You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

Important Note: Your W-2 form will NOT be automatically mailed to you.

Once W-2's have been processed, you will be able to view and print them online.

[WinCapWeb](#) > [Employee Self-Service](#) > [Print My W-2s](#)

Print My W-2s

Use this report to print originals or copies of your

Until your organization finalizes your Form message that states "Your W-2 is not ready"

Calendar Year: 2012

Copy B—To Be Filed With Employee's FEDERAL TAX RECORDS

Copy C—For EMPLOYEE'S RECORDS

Copy 2—To Be Filed With Employee's State, C

Select the applicable calendar year and the copies you would like to print and then select "print as PDF." A pop-up will appear where you can chose to open or save the pdf

Opening report.pdf

You have chosen to open:

report.pdf
which is: Adobe Acrobat Document
from: https://test.wincapweb.com

What should Firefox do with this file?

Open with: Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

a Employee's social security number 000-06-1240		OMB No. 1545-0046				
b Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 5,955.47	2 Federal income tax withheld 347.11			
c Employer's name, address, and ZIP code RICHMOND CSD 200 MAIN ST. BUILDING 60 RICHMOND, NJ 12245		3 Social security wages 6,129.69	4 Social security tax withheld 380.65			
		5 Medicare wages and tips 6,129.69	6 Medicare tax withheld 89.03			
		7 Social security tips 0.00	8 Allocated tips 0.00			
		9	10 Dependent care benefits 0.00			
e Employee's first name and initial Last name Suffix MELISSA C BISELL 109 RED HILL ROAD HICKSVILLE, NY 10567		11 Nonqualified plans 0.00	12a 0.00			
		13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Insurance <input type="checkbox"/> 12b 0.00	0.00			
		14 Other 414 (E) 184.22	12c 0.00			
			12d 0.00			
f Employer's address and ZIP code						
15 State NY	Employer's state ID number 12-3456789	16 State wages, tips, etc. 5,955.47	17 State income tax 66.49	18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality name
				0.00	0.00	

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

2019

Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return