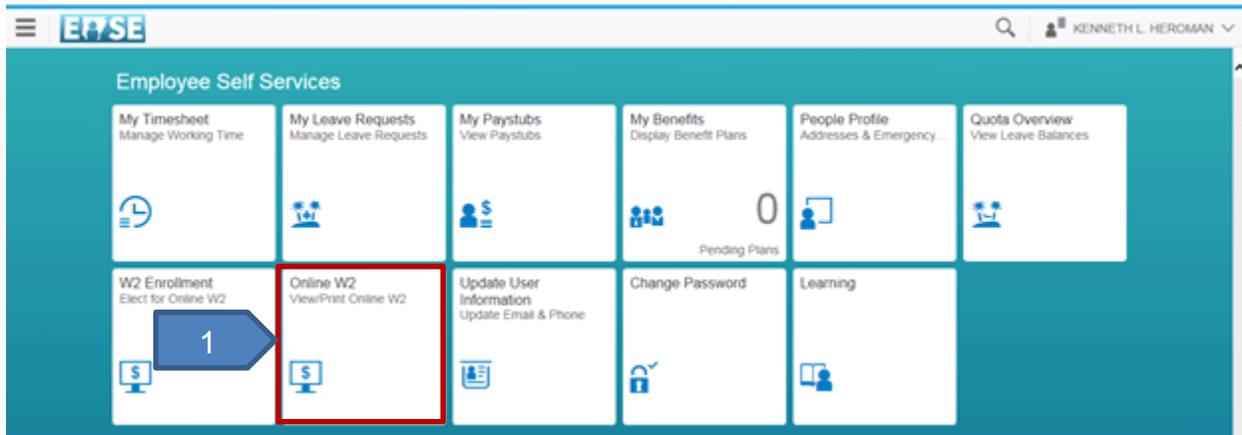
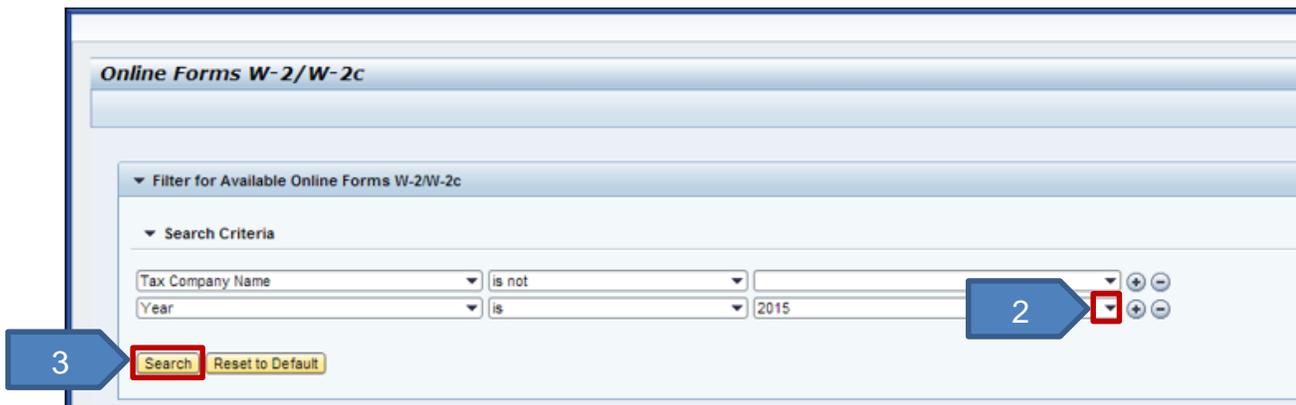


**Purpose:** Use this job aid to display an online W-2 form using EASE from your desktop or laptop. W-2 Display is not available from your mobile device at this time. User must have previously elected for digital W2.  
**NOTE:** The AR-TX form is not available through this application.

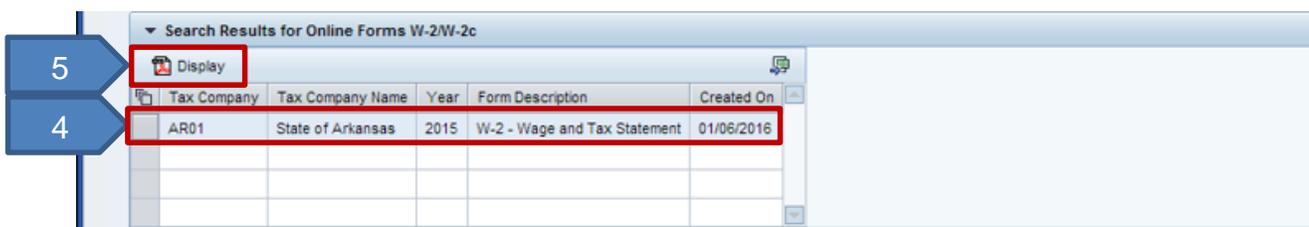
An AASIS ID and password are required to proceed.



1. Click the **Online W2** tile.



2. Click the drop down for **Year** – Enter 2016 to retrieve forms from 2016 forward.  
3. Click the **Search** button.



4. Select the applicable year displayed.  
5. Click the **Display** button. **NOTE:** Adobe Reader version 7.0 and up is required to display W2/W2c forms.

Display W-2/W-2c   Previous Form   Next Form   Hide

Form.pdf   1 / 1   6       7

1 Wages, tips, other compensation	42960.67	2 Federal income tax withheld	6480.51	1 Wages, tips, other compensation	42960.67	2 Federal income tax withheld	6480.51
3 Social security wages	49499.72	4 Social security tax withheld	3068.98	3 Social security wages	49499.72	4 Social security tax withheld	3068.98
5 Medicare wages and tips	49499.72	6 Medicare tax withheld	717.75	5 Medicare wages and tips	49499.72	6 Medicare tax withheld	717.75
8 Employee's SSA number	Employer use only			8 Employee's SSA number	Employer use only		
9 Employer's FEID number	71-08474	10 Control number	00091335	9 Employer's FEID number	71-08474	10 Control number	00091335
11 Employer's name, address, and ZIP code State of Arkansas 1509 W. 7th Street Little Rock AR 72201				11 Employer's name, address, and ZIP code State of Arkansas 1509 W. 7th Street Little Rock AR 72201			
7 Social security tips		8 Allocated tips		7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits		9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12	DD 9581.76	11 Nonqualified plans		12a See instructions for box 12	DD 9581.76
13 Statutory Employee	<input type="checkbox"/>	Retirement plan	<input checked="" type="checkbox"/>	13 Statutory Employee	<input type="checkbox"/>	Retirement plan	<input checked="" type="checkbox"/>
14 Other Defer. Ret.	2639.05	12c		14 Other Defer. Ret.	2639.05	12c	
		12d				12d	

6. Click the **Download** button to save an electronic version of your form.
7. Click the **Print** button to print your form.
8. Repeat the steps above to Display a different year – 2016 going forward.

9         KENNETH L. HEROMAN

Online Forms W-2/W-2c

9. Click the **Home** button to exit the **Online W2 Display** application.

**NOTE:** Employees requesting a copy of their W-2 or W-2c form who were terminated after the W-2 generation, will need to contact their Agency HR Administrator for a printed form.