

https://ease.arkansas.gov/ Online W-2 Display (EASE)

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.

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	Er	Employee Self Services												
	My	y Timesheet anage Working Time	My Leave Requests Manage Leave Requests	My Paystubs View Paystubs	My Benefits Display Benefit Plans	People Profile Addresses & Emergency	Quota Overview View Leave Balances							
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1. Click the **Online W2** tile.

 Filter for Available Online For 	ms W-2/W-2c		
Search Criteria Tax Company Name	▼)[is not	•	
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Search Criteria Tax Company Name Year	▼)[is not ▼)[is	▼) [▼) [2015	2 € • •

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

		▼ Search Results for Online Forms W-2/W-2c										
5		1	Display									
	Κ.	¹	Tax Company	Tax Company Name	Year	Form Description	Created On					
4			AR01	State of Arkansas	2015	W-2 - Wage and Tax Statement	01/06/2016					
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- 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.



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	1 Wages, tips, other compensation	2 Federal Income tax withheld		1 Wages, tips, other compensation		2 Federal Income tax withheld			
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	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips		6 Medicare tax withheld			
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	b Employer's FED ID number	d Control number		b Employer's FED ID number		d Control number			
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	c Employer's name, address, and 21P code			c Employer's name, address, and 2	iP code				
	State of Arkansas			State of Arkans	as				
	Little Rock AR 72201			Little Rock AP	72201				
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	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	9581 76	11 Nonqualified plans		12a See instructions for box 12	9581 76		
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- 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.

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		Online Forms W-2/W-2c		
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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.