

## How to Print W-2 in NYCAPS ESS

The following instructions are to assist current employees with the process of changing their permanent address for NYCAPS Employee Self-Service.

**Step 1:** Log into NYCAPS ESS at the following address <http://www.nyc.gov/ess>

Navigation Path																																																																																											
<p><b>Step 2:</b> Click “Electronic W2 Delivery”</p>																																																																																											
<p><b>Step 3:</b> Select the year (Example: 2021)</p>	<p style="text-align: center;"><b>Tax Summary</b></p> <p>Click on Year link to see Tax Details</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="9">Tax Summary for All Years</th> </tr> <tr> <th>Year</th> <th>Federal Wages</th> <th>Soc Sec Wages</th> <th>Medicare Wages</th> <th>Federal Tax</th> <th>State Tax</th> <th>Local Tax/Waiver</th> <th>Soc Sec Tax</th> <th>Medicare Tax</th> </tr> </thead> <tbody> <tr><td><a href="#">2021</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2020</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2019</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2018</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2017</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2016</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2015</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><a href="#">2014</a></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Tax Summary for All Years									Year	Federal Wages	Soc Sec Wages	Medicare Wages	Federal Tax	State Tax	Local Tax/Waiver	Soc Sec Tax	Medicare Tax	<a href="#">2021</a>									<a href="#">2020</a>									<a href="#">2019</a>									<a href="#">2018</a>									<a href="#">2017</a>									<a href="#">2016</a>									<a href="#">2015</a>									<a href="#">2014</a>								
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<p><b>Step 4:</b> Click “Print Tax Forms”</p>	<p style="text-align: center;"><b>Tax Details</b></p> <p style="text-align: center;"><b>Tax Details for 2021</b></p> <p style="text-align: center;"><a href="#">Print Tax Forms</a></p>																																																																																										
<p><b>Step 5:</b> Type in the “last 4 of your SSN”, then click “W2”</p>	<p style="text-align: center;"><b>Generate Tax Forms</b></p> <p style="text-align: center;"><b>Tax Year: 2021</b></p> <p>Enter the last four digits of your social security number to verify your identity (do not press enter):</p> <p>****</p> <p>Select the type of form to generate:</p> <p><a href="#">W2</a></p> <p><a href="#">1095C</a></p> <p>Tax Forms are in Adobe Acrobat format and Adobe Reader is required to view and print them.</p> <p><a href="#">Get ADOBE® READER®</a></p>																																																																																										