

Printing Electronic Tax Forms:

You can access your tax forms through your ESS account. From the ESS Home Page, **click on the Taxes tab.**

University of Washington
Employee Self-Service
John Smith
Employee ID: 888-888-888

Home Job Profile Address Earnings Direct Deposit **Taxes** Insurance Retirement & Savings Vacation & Sick Leave Contacts FAQ Log Out

Welcome John Smith

Your Employee ID is: 888-888-888

Click [here](#) for ESS Demo Video

This is a confidential site for viewing your personal financial and benefits information at the University of Washington. The information is protected by your UWNetID and password, and should not be viewed by others.

- To begin, click on any of the choices on the blue bar above (e.g. "Address") to view your individual records.
- If you come across terms you don't understand, simply click on them for additional information. Links are provided, but not all underlined.
- Whenever you hover over a link your cursor will change into a hand. At other times it will usually be in the shape of an arrow or will resemble the letter "I".
- When retrieving information such as your earnings statement or W-2, please make sure your browser does not have pop-up blockers and you have the latest version of Adobe.

Protect your personal information - close your browser windows when you leave!

Home Job Profile Address Earnings Direct Deposit Taxes Insurance Retirement & Savings Vacation & Sick Leave Contacts FAQ Log Out

UNIVERSITY OF WASHINGTON
ESS Version: 1.0.6227.19037

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Then, **click on "Print Tax Forms" button near the top of the page.**

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Home Job Profile Address Earnings Direct Deposit **Taxes** Insurance Retirement & Savings Vacation & Sick Leave Contacts FAQ Log Out

W4 History By Pay Period Select Another Year Below

Tax Year: 2017 (Summary information only. This page cannot be used for filing tax returns. Click on "Print Tax Forms" to start the print tax forms process.)

Print Tax Forms Make sure pop-up blockers are disabled. Printable tax forms will be available after 24 hours. - Which tax forms do I receive?

Current Withholding Allowance - W-4 Update W-4

Last Changed		
Tax Status		For further information, please visit the Payroll Web site
Allowances	0	Social Security number masked for your protection.
Additional Withholdings	\$0.00	
SSN	XXX-XX-XXXX	

Annual Tax Forms Print Opt-Out Update Opt-Out Selection

Last Changed	02-07-2017	For further information, please visit the Payroll Web site .
Print Opt-Out Status	Electronic	Changes to the print/electronic option must be done by the date below to allow for the creation of the print and electronic files. Any changes made after these dates will not go into effect until 2017 when the 2016 tax form is issued.

Form	Deadline for Changes
W-2	1/5/2017 5:00 pm
1099-R	1/5/2017 5:00 pm
UW Stipend Letter	1/13/2017 5:00 pm
1042-S	2/23/2017 5:00 pm

Once that option is selected, **a new tab will open up** and you will be emailed with a confirmation that your request to print tax forms have been received.

University of Washington

Employee Self-Service
Please click the ESS icon to return to the main menu toolbar

John Smith
Employee ID: 888-888-888

Available Tax Forms (pdf) to print


Annual Tax Forms Print Opt-Out Update Opt-Out Selection

For further information, please visit the [Payroll Web site](#).

Last Changed	02-07-2017	Changes to the print/electronic option must be done by the date below to allow for the creation of the print and electronic files. Any changes made after these dates will not go into effect until 2017 when the 2016 tax form is issued.	
Print Opt-Out Status	Electronic	Form W-2 1099-R UW Stipend Letter 1042-S	Deadline for Changes 1/5/2017 5:00 pm 1/5/2017 5:00 pm 1/13/2017 5:00 pm 2/23/2017 5:00 pm

Browser Version:
Browser is: chrome / PDF Plugin: installed / Plugin Version: Chrome PDF Viewer

The Printable Tax Statements require Adobe Reader. If your computer already has Adobe Reader installed, you don't need to follow this step. To download and install a free copy of Adobe Reader, click on the icon below or go to Adobe's web site: <http://www.adobe.com>, and click on the graphic 'Get Adobe Reader'.



Years

Your request for your tax form is being processed. The form will take a full 24 hours to appear. You will receive an email notification when your form is available for printing or check Employee Self Service (ESS) after 24 hours from the time that processing was started. The form will remain available for 72 hours.

Close

UNIVERSITY OF WASHINGTON For help email: pronline@uw.edu or contact the Payroll Office 8 a.m. - 5 p.m. 206-543-9202. Click [here](#) for ESS Demo Video

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ESS Version: 1.0.6237.19037

However, if a new tab does not open up, then you might have to have your popup blockers disabled for ESS. Please check that you have your popup blockers disabled for ESS and redo the request again.

We normally advise people to use a browser that they rarely/never use since it is likely that popups would be allowed by default. However, please skim the following for the browser you use and how to allow popups.

Open a new browser window and without navigating anywhere complete the following directions for the type of computer and browser that you use:

Note: If you have installed third party applications to block pop-ups (examples include the Google, MSN, and Yahoo! toolbars), be sure review how to allow pop-up windows through those applications for desired websites.

Safari (OS X)

Safari for OS X has no per-website control over blocking pop-up windows. Popups are either blocked, or they are not.

- From the Safari menu, choose Preferences... and click the Security tab.
- Ensure the Block pop-up windows option is not checked. Unchecking this option will allow pop-ups.
- To block pop-ups once again, check the Block pop-up windows checkbox.
- Note: If you are concerned about allowing pop-ups globally for all websites that you browse, consider using another web browser that allows website exceptions such as Chrome or Firefox.

Chrome .current (Windows/OS X)

- Open Chrome, then go to the web page that you want to allow pop-ups.

- In Chrome's URL window, highlight the entire web address of the current page, then choose the Copy command from the Edit menu or right-click and choose the Copy command.
- Click the icon with three horizontal bars in the upper right side of the browser toolbar.
- Click Settings.
- Scroll to the bottom of the Settings section and click Show advanced settings... .
- In the Privacy section, click Content settings... . The Content settings window appears.
- Scroll to the Pop-ups section, and then ensure the Do not allow any site to show pop-ups radio button is selected.
- Click Manage exceptions... .
- In the Hostname pattern field, choose the Paste command from the Edit menu or right-click and choose the Paste command, and ensure the Behavior dropdown menu is set to Allow.
- Note: Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Chrome will automatically add the top level popup.example.com to its Allowed sites.
- Click Done.
- Close any remaining dialog boxes.

Firefox .current (Windows/OS X)

- Open Firefox, then go to the web page that you want to allow pop-ups.
- In Firefox's URL window, highlight the entire web address of the current page, then choose the Copy command from the Edit menu or right-click and choose the Copy command.
- Click the icon with three horizontal bars in the upper right side of the browser toolbar.
- Select Options (Windows) or Preferences (OS X).
- In the left sidebar, click on the Content icon to display the Content section.
- In the Pop-ups section, ensure the Block pop-up windows checkbox is selected, then click the adjacent Exceptions... button.
- In the Address of web site: field, choose the Paste command from the Edit menu or right-click and choose the Paste command, and then click Allow.
- Note: Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Firefox will automatically add the top level popup.example.com to its Allowed sites.
- Click Save Changes.
- Close any remaining dialog boxes.

Internet Explorer (Windows)

When a website attempts to launch a new pop-up window, you may see dialog boxes alerting you of pop-up windows that have been blocked. Follow the instructions below to allow pop-up windows on a per-website basis.

- Open Internet Explorer, then go to the web page that you want to allow pop-ups.

- In Internet Explorer's Address field, highlight the entire web address of the current page, then right-click and choose the Copy command.
- From the Tools menu (the gear icon on the far right), select Internet options. The Internet Options dialog box opens.
- Click on the Privacy tab.
- Under Pop-up Blocker ensure the Turn on Pop-up Blocker checkbox is checked, and then click Settings. The Pop-up Blocker Settings dialog box opens.
- Right-click in the Address of website to allow: field, then choose the Paste command.
- Note: Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit www.example.com/requirepopup.html, but the page is actually hosted at popup.example.com/forms/popupform.html. In this example, you must allow popup.example.com, not www.example.com. Note also that entire websites must be allowed, not individual directories or pages, so in this example Internet Explorer will automatically add the top level popup.example.com to its Allowed sites.
- Click Add.
- Close any remaining dialog boxes.

Edge (Windows 10 only)

Note: Microsoft Edge is not an officially supported web browser and does not correctly work with ESS. Please use another browser.

Once tax forms have been requested, it takes exactly 24 hours for them to become available and you should receive an email notification. **After 24 hours, log back into your ESS account to access your tax forms.** Tax forms are available for up to 72 hours after request.

The screenshot shows the ESS interface for John Smith (Employee ID: 888-888-888). The main heading is "Available Tax Forms (pdf) to print". Below this, there is a section for "Annual Tax Forms Print Opt-Out" with a table of information:

Form	Deadline for Changes
W-2	1/5/2017 5:00 pm
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UW Stipend Letter	1/13/2017 5:00 pm
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Below the table, there is a "Browser Version" section indicating the browser is Chrome and the PDF plugin is installed. A blue banner states: "The Printable Tax Statements require Adobe Reader. If your computer already has Adobe Reader installed, you don't need to follow this step. To download and install a free copy of Adobe Reader, click on the icon below or go to Adobe's web site: <http://www.adobe.com>, and click on the graphic 'Get Adobe Reader'".

At the bottom of the interface, there is a "Years" section with two buttons: "Print 2016 Tax Forms" (highlighted in yellow) and "Print 2015 Tax Forms". A "Close" button is also present.

Footer information includes the University of Washington logo, contact email (pronline@uw.edu), and the USERProject logo.

Once you are in the Print Tax Form window, the tax forms will be located at the bottom of the page. **Click "Print 2016 Tax Forms" and this will take you to a PDF of your tax form for print.**