How to View & Download Your W2 from ADP Workforce Now

Log into ADP: https://workforcenow.adp.com

1. Click on: Myself > Pay > Pay & Tax Statements

MYSEL		PROCESS	REPORTS	SETUP
nts	MYSELF			\$
	My Information	Payment Op	otions	
	Personal Information	Tax Withhol	dings	
	Pay	Pay & Tax S	tatements	☆
	Time & Attendance			
	Time Off			
	Talent			
	Benefits			
	✓ [★] EXPAND MENU			

2. On the right side of the page, you will see the "Tax Statements" section. Click on "View All Statements"

Tax Statements				
Tax Year	2020 (1) 🗸			
MASCO SERVICES INC				
VIEW STATEMENT				
VIEW ALL STATEMENTS				

3. Click on the year you would like your W2 from.

			Tax Statements				\times
YEAR	\$ TYPE	¢	EMPLOYER	¢	AMOUNT	\$	
2020	W2		MASCO SERVICES INC		\$	VIEW	
2019	W2		MASCO SERVICES INC		\$	VIEW	

4. Click on "Open Document"

Security Checkpoint	\times
Your document has been prepared.	
OPEN DOCUMENT	

5. A new window will open within ADP. In the top right corner, you should click on "Print" or "Download" to save a copy of your W2.

(BACK		Statement for 2020	
Tax Year: 2020	Form Type: W2	🔇 🄇 1 of 2 🔊 🔊	PRINT DOWNLOAD