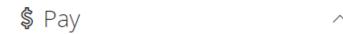
Printing Tax Documents in Paylocity

Log into Paylocity.com

On the Self Service Portal > Pay Tile > Select More

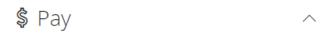


Date	Check #	Net Amount	Dir Dep
10/27/2017	138690	hidden	1
10/13/2017	138428	hidden	1
09/29/2017	138171	hidden	•

Go Paperless



Select Tax Forms



Date	Check #	Net Amount	Dir Dep
10/27/2017	138690	hidden	1
10/13/2017	138428	hidden	1
09/29/2017	138171	hidden	1

Go Paperless

Less

<u>Direct Deposit Accounts</u>

Tax Forms

Tax Exemptions

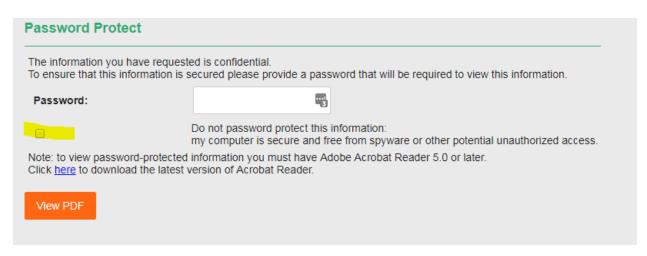
Select the document you want to print. You will need your W-2 and your 1095 C

W-2	2016
1095-C	2016
W-2	2015
1095-C	2015
W-2	2014

Select the download button in the upper right corner



A window will appear for a password. Just check the box not requiring a password and then select view PDF



A PDF will be generated that you can print on plan paper.