

## Printing Tax Documents in Paylocity

### Log into Paylocity.com

### On the Self Service Portal > Pay Tile> Select More

\$ Pay



Date	Check #	Net Amount ▼	Dir Dep
<a href="#">10/27/2017</a>	138690	hidden	✓
<a href="#">10/13/2017</a>	138428	hidden	✓
<a href="#">09/29/2017</a>	138171	hidden	✓

Go Paperless

More...

### Select Tax Forms

\$ Pay



Date	Check #	Net Amount ▼	Dir Dep
<a href="#">10/27/2017</a>	138690	hidden	✓
<a href="#">10/13/2017</a>	138428	hidden	✓
<a href="#">09/29/2017</a>	138171	hidden	✓

Go Paperless

Less

[Direct Deposit Accounts](#)

[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**

### Password Protect

The information you have requested is confidential.  
To ensure that this information is secured please provide a password that will be required to view this information.

**Password:**

☐ Do not password protect this information:  
my computer is secure and free from spyware or other potential unauthorized access.

Note: to view password-protected information you must have Adobe Acrobat Reader 5.0 or later.  
Click [here](#) to download the latest version of Acrobat Reader.

**View PDF**

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