

## 2018 W-2 (Wage and Tax Statement) Advisory

The following is important information concerning your 2018 W-2. If you have any questions, please contact your agency payroll office. If you have already consented, it is not necessary to consent again.

To consent to receive your W-2 online, use the following instructions:

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- Visit <https://hr.az.gov/YES/>, click the “YES” logo, enter your **EIN** and **Password**, click “**Login**”
  - On the left menu, click “**Your Employee Services**”, click “**Pay**”, then click “**W-2 Tax Statements**”, enter your **EIN** and **Password**, click “**Login**”
  - On the left menu, click “**Authorize Electronic W-2**”.
    - If you do not see this option and instead see “**Revoke Authorization**”, STOP, you have already provided consent and do not need to do it again. To view your W-2, click “**View W-2s**”. You’re done!
  - You must print a test first, so click “**View sample W-2 for Print Test**”
  - Select “**this sample W-2 in PDF format**” that is underlined and print it.
    - If your sample PDF appeared in a new window, close it.
    - If your sample PDF appeared in the current website window, on the left menu, click “**View Sample W-2 for Print Test**”.
  - If you have successfully printed, select “**Yes**”
    - If you were unable to view the PDF, you can install Adobe Reader by clicking the “**Download Adobe Reader**” link. Once installed, go back to Step 3.
  - At the bottom of the consent document that appears, select the “**I Agree**” button
  - If you have a work email, it will default as a primary e-mail address.
    - If this email address is incorrect, see your Agency Human Resources Office to have it corrected.
  - If you have a personal email address, you can enter it as a secondary email address.
    - Having at least one email address (either work or personal) is required.
  - The email address(es) will be used to notify you that your W-2 is available on the YES website. Click “**Save**”
  - No website message will appear, but you will receive a confirmation e-mail.
  - If your W-2 has been posted, to view it, click “**View W-2s**” on the left menu. You’re done!
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### Online W-2s

Employees who have consented to receive their W-2 online will have access up to 3 weeks earlier than those who receive their W-2 by mail. If you have already consented, it is not necessary to consent again, since your consent is effective until you revoke it. An email will be sent to you to notify you as soon as your W-2 is available online. Your W-2 will not be emailed. If your email address has changed, please login similar to the consent instructions above and select “Change Secondary Email.”

### Paper W-2 Mailing

Employees who have not consented to receive their W-2 online will be mailed their 2018 W-2 by January 31, 2019. Please ensure your mailing address in YES is accurate. Mailing addresses in YES as of **Tuesday, January 1, 2019 at 2:00 PM** will be used for the mailing. Any duplicate W-2s that are needed will be available via the YES Website (<https://hr.az.gov/YES/>) starting **February 1, 2019**.

W-2s for prior years (2006-2017) are also available via YES at (<https://hr.az.gov/YES/>).