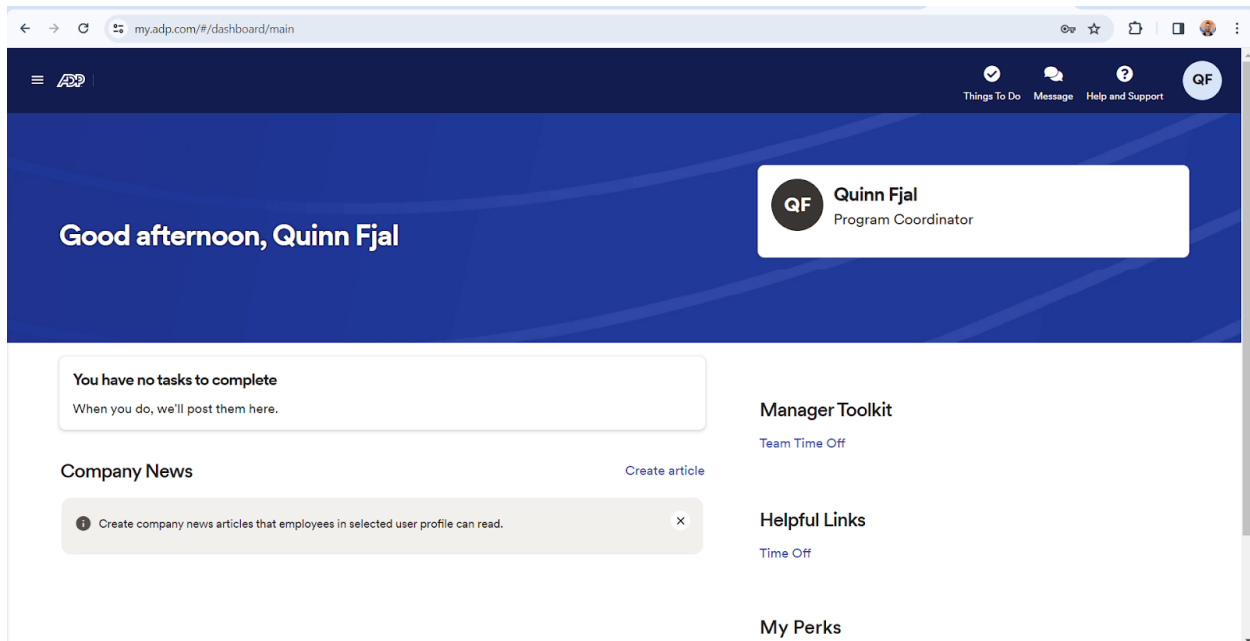




## Access to my W-2

- **Background:** Although your pay from RMYC was not a 'paycheck' but rather a Stipend, it was still taxed by the federal government and you need to report this income with your taxes. Everyone who works with RMYC is issued a W-2 and you can access this form at any time through your ADP account.
- **How to access my W-2:**
  - Step 1) go to [my.adp.com](https://my.adp.com) and log into your account.
  - Step 2) Use Log-in information from your season to get to the dashboard below:



- Step 3) Using the 3-line menu option in the top-left corner next to “ADP”, click on the “Pay” tab (it has a little dollar bill graphic next to the word). Scroll around the page until you see a box that says “Tax Statements”, depending on the size of your screen this could be along the bottom or right side. **This** is where your W2 info will be. Your screen should look like the image below:

The screenshot displays the 'My Pay' interface. On the left, there is a 'Year' dropdown set to '2023 (23)' and a list of pay events for 2023, including 'Nov 9, 2023 Take Home' and 'Oct 27, 2023 Take Home'. The central area shows 'Nov 9, 2023' with a 'View statement' button and a donut chart titled 'Take Home' with segments for 67%, 17%, and 15%. Below the chart, it shows 'Gross 80 Units' and a dollar amount. On the right, a 'Tax Statements' sidebar is highlighted with a red box, containing a 'Tax year' dropdown set to '2022 (1)', 'W2 ROCKY MOUNTAIN YOUTH', and a 'View all statements' button. Below this is a 'Go Paperless' section with a 'Go paperless' button and a 'Need Help?' link.

- Step 4) From here you can download a copy of your W-2. If you have worked multiple seasons with RMYC, make sure you are downloading the correct W-2