

Get Your W-2 & 1095-C

Active Employees Only

Here's How:

- Log into the [PeopleSoft HR/Self-Service website](#) using your [Network Id and Password](#)
- For security purposes, if you log on from a computer outside the Emory network, you will get a DUO Two-Factor Authentication challenge to verify your identity. If you are not enrolled in Duo, instructions can be found at it.emory.edu/duo.
- Select [Payroll](#) tile
- Select [W2/1095C Reissue Request](#)
- Click on the Equifax link www.hr.emory.edu/w2
- Login using your Network Id and Password
- DUO authentication for security purposes is needed to access the W2 web site from outside of Emory network

Equifax Website

The screenshot shows the Equifax website interface. At the top, there is a notification: "If you have not yet consented to receive your tax forms online, use the red boxes to the right of this page to consent. Click on 'My Account' to see what tax forms you have signed up to receive electronically." Below this is a "View more" link. The main section is titled "RECENT TAX FORMS" and displays three cards for 2018 forms: a W-2 form, a 1095-C form, and another 1095-C form. Each card shows the form type, year, and a green checkmark icon. The W-2 card displays "EMORY", "Tax Return Import Code: SVQKUMPR", "EIN: 590566258", and "Posted Date: 01/17/2019". The 1095-C cards display "EMORY", "EIN: 590566258", and "Posted Date: 01/17/2019". Below the cards are buttons for "Download", "View", "Postal Mail", and "Fax".

- Check the W-2 and the 1095-C boxes for 2019
- Click "View" to display the 1095-C and W-2 forms 
- In the right-hand corner click on the print icon 
- Click on the downloaded tax documents & print
- Close the downloaded documents
- Select the Back button
- Log out of the Equifax website
- Log out of the PeopleSoft website

Important Notice: If you are on a computer that is shared with others please close the browser to ensure that your session has been terminated.

This helps keep everybody's information protected

Follow the online instructions. If you have questions, contact University Payroll at 404-727-6100 or Emory Healthcare Payroll at 404-712-7106.