ADP iPAY
Instructions to "Suppress printed copy of W-2 Form" And Receive Online Copy *ONLY*
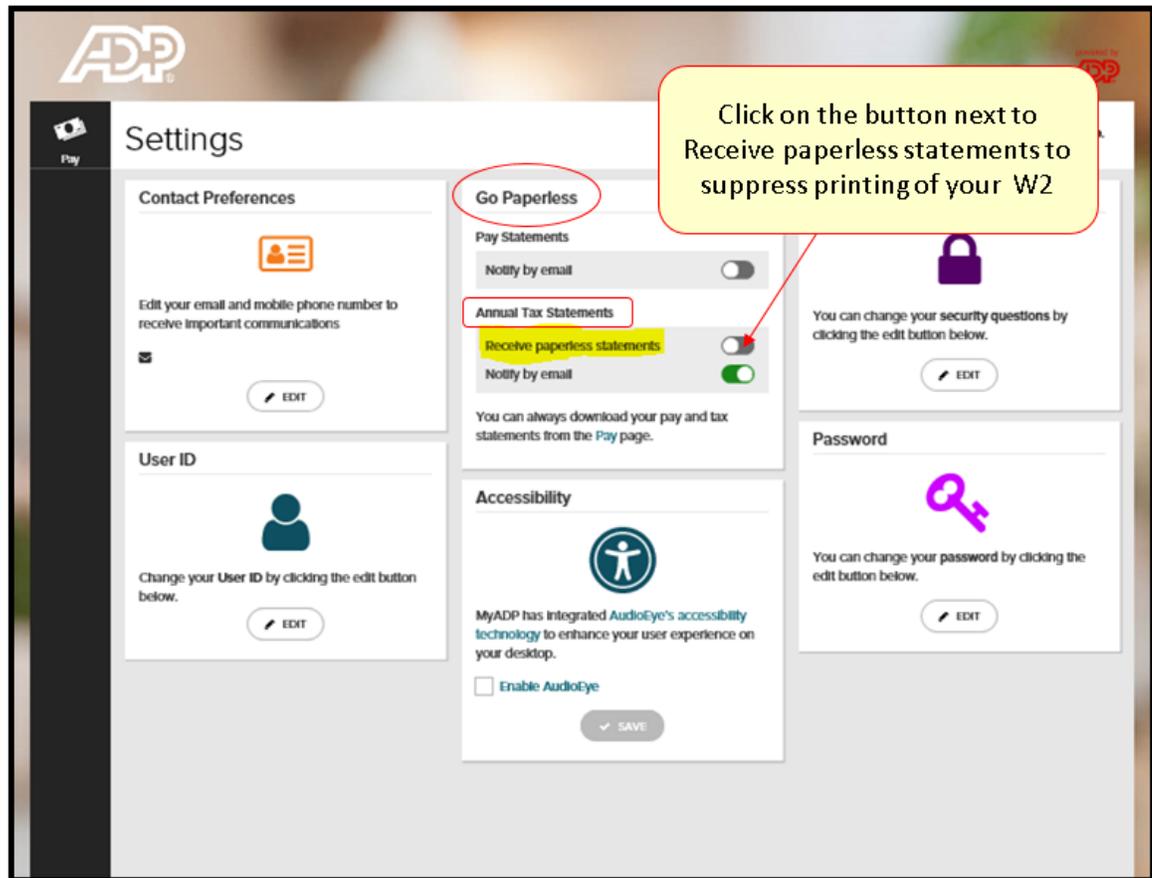
➢ Login to ADP iPAY: https://my.adp.com

➢ On the top right corner of the home page, click the down arrow located next to your name.

➢ From the pop-up menu choose Settings

➢ In the Go Paperless section navigate to Annual Tax Statements

➢ A pop up consent form will appear.
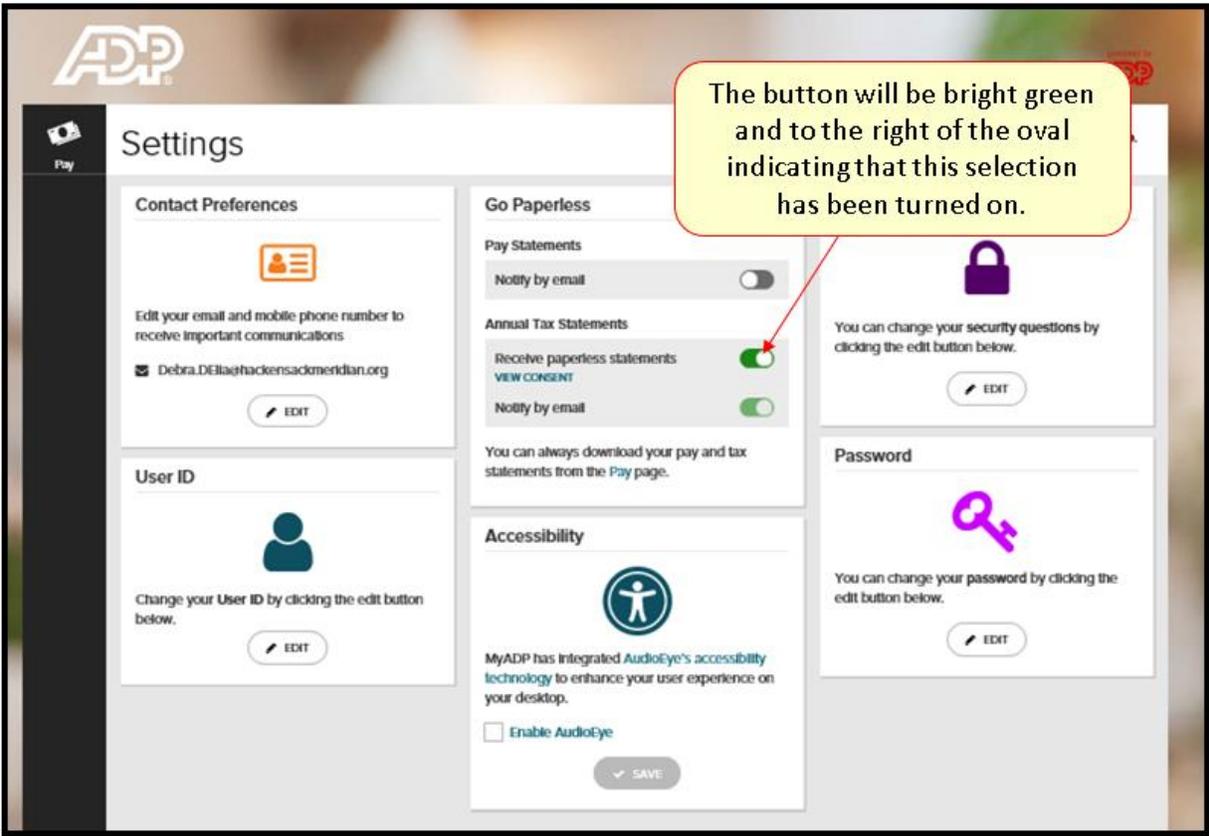
> You have successfully completed the steps to suppress printing of your W2 statement and it will now be available for you to view and print online.