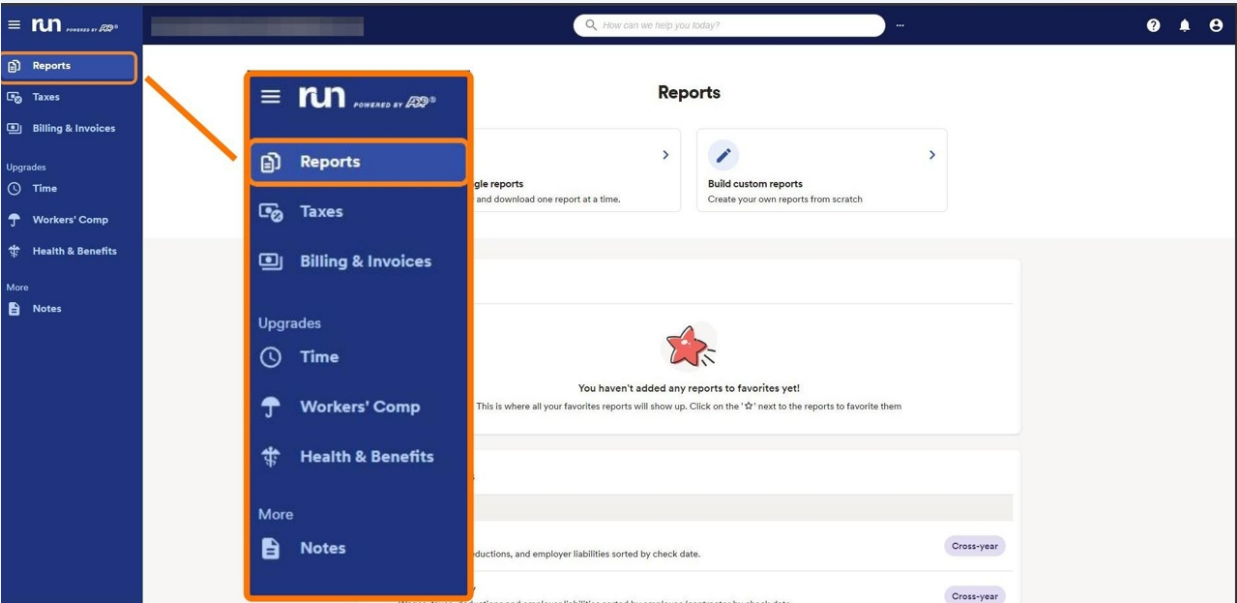


ADP Guide 2024

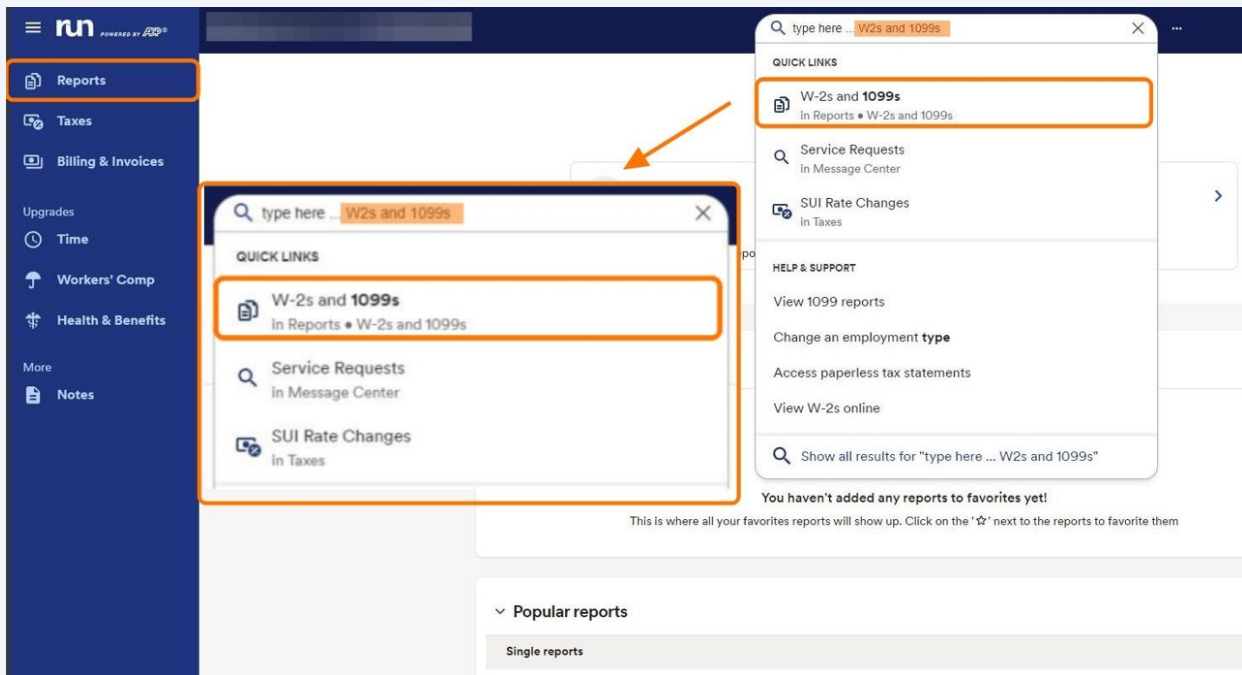
Instructions for Downloading W-2 and W-3 Forms

1 On the homepage of the ADP website, locate the side menu and select **Reports**.



2

In the top search bar, type **W-2 and 1099s**. Keep in mind that we only need copies of the **W-2 forms**.



3

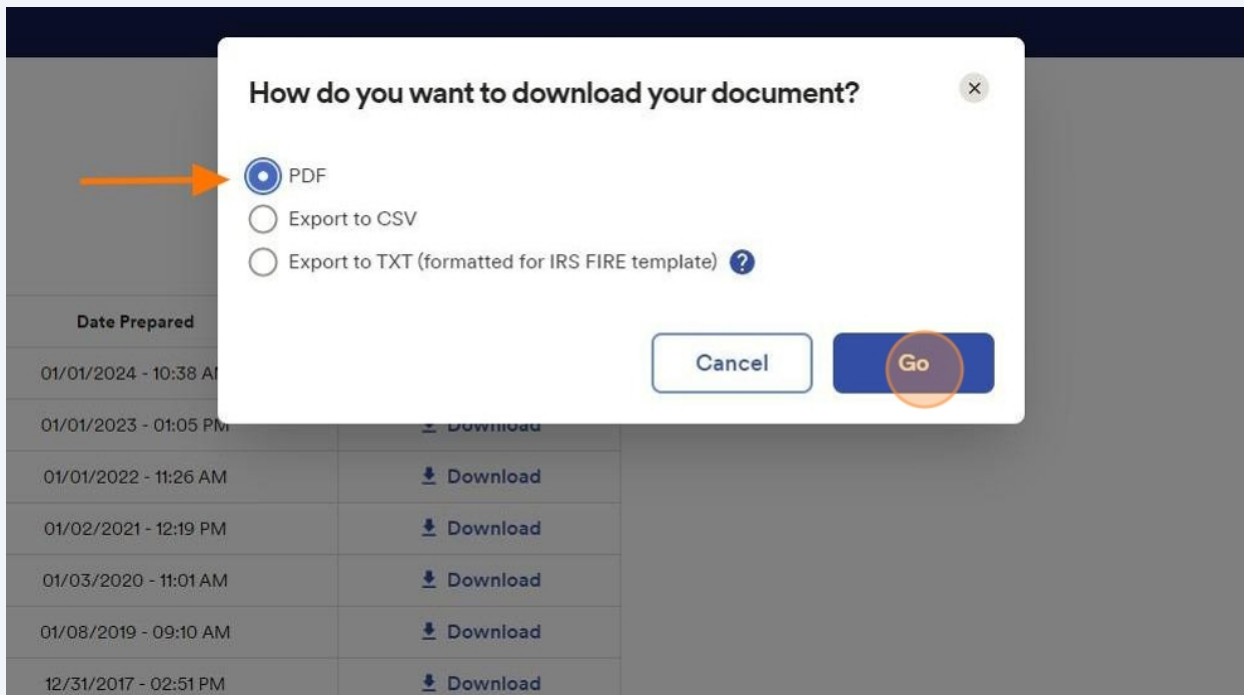
Once the **W-2 and 1099** page is open, set **Document** to **W-2** and select the corresponding year for the census request. Then, click **Download**. Keep in mind that you can return to this page to download W-2s for other years if needed.

W-2s and 1099s ☆

Document	Year	Date Prepared	
<u>W2</u>	2023	01/01/2024 - 10:38 AM	Download
<u>W2</u>	2022	01/01/2023 - 01:05 PM	Download
<u>W2</u>	2021	01/01/2022 - 11:26 AM	Download
<u>W2</u>	2020	01/02/2021 - 12:19 PM	Download
<u>W2</u>	2019	01/03/2020 - 11:01 AM	Download
<u>W2</u>	2018	01/08/2019 - 09:10 AM	Download
<u>W2</u>	2017	12/31/2017 - 02:51 PM	Download

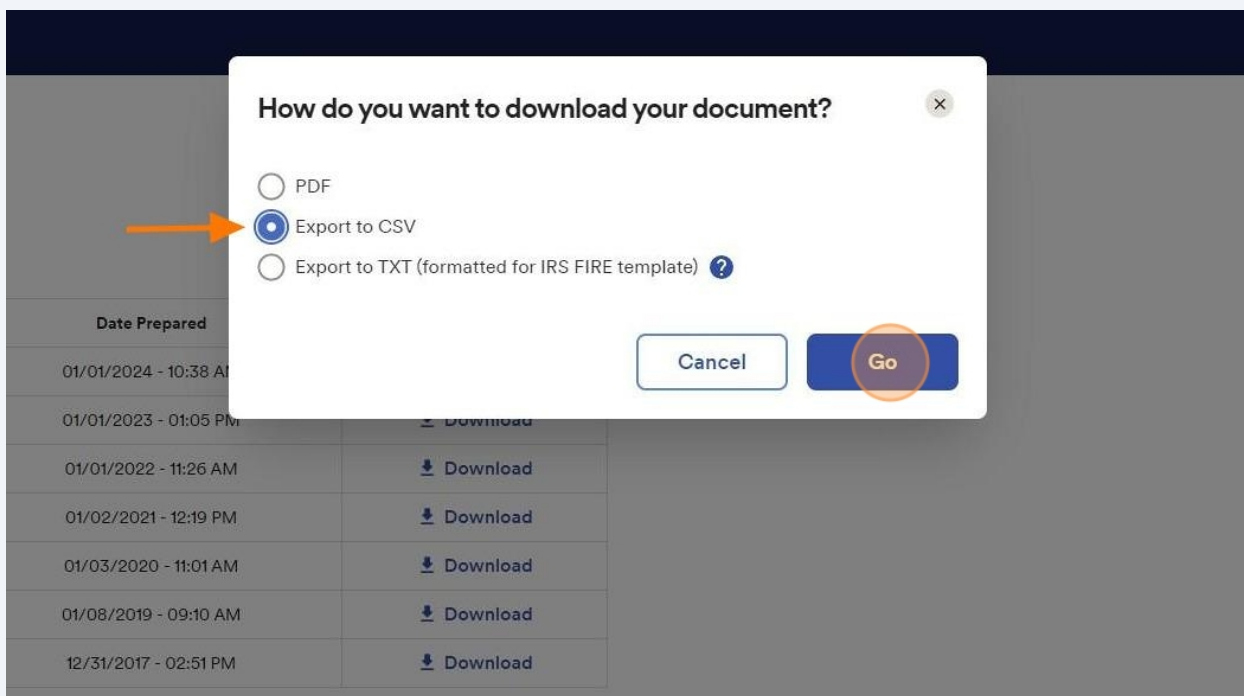
4

After clicking **Download**, a new window will appear. Select **PDF** as the file format, then click **Go**.



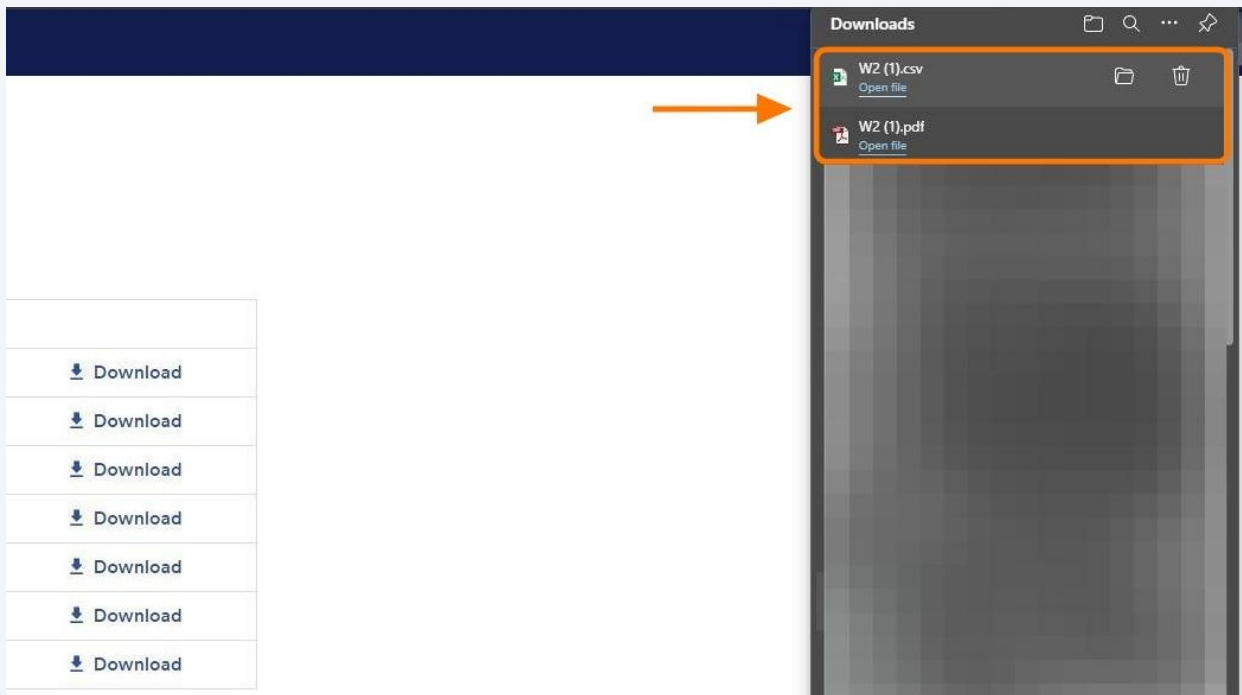
5

Repeat these steps, but after clicking **Download**, select **Export as CSV** as the file format in the new window, then click **Go**.



6

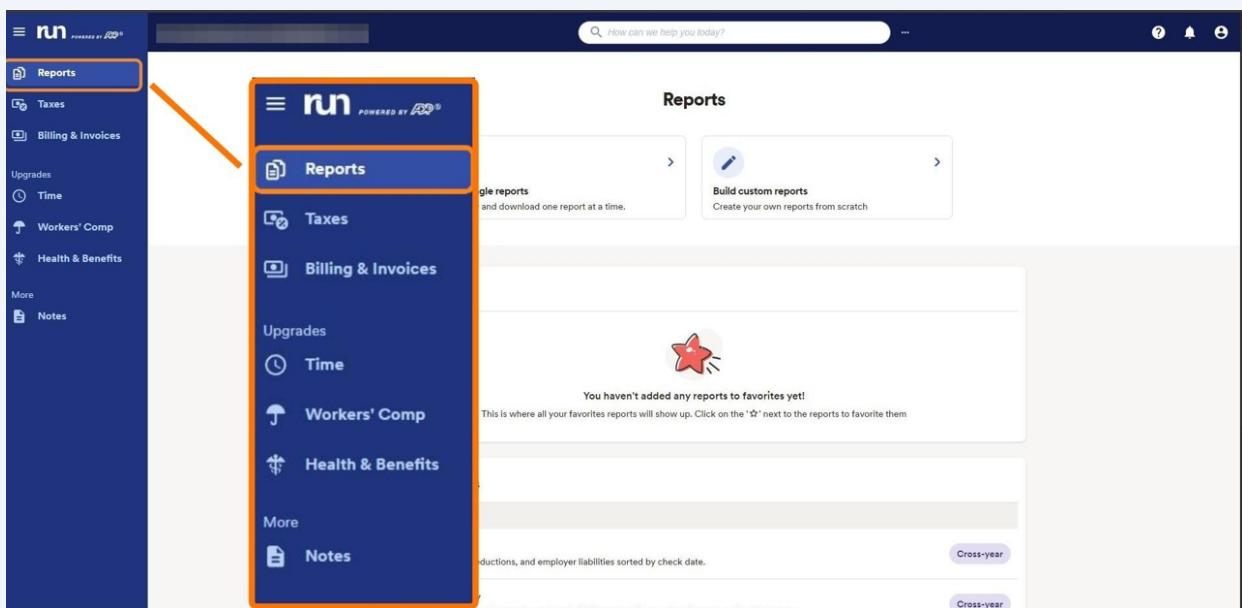
Both documents will be located in your browser's **Downloads** section or in your computer's local **Downloads** folder.



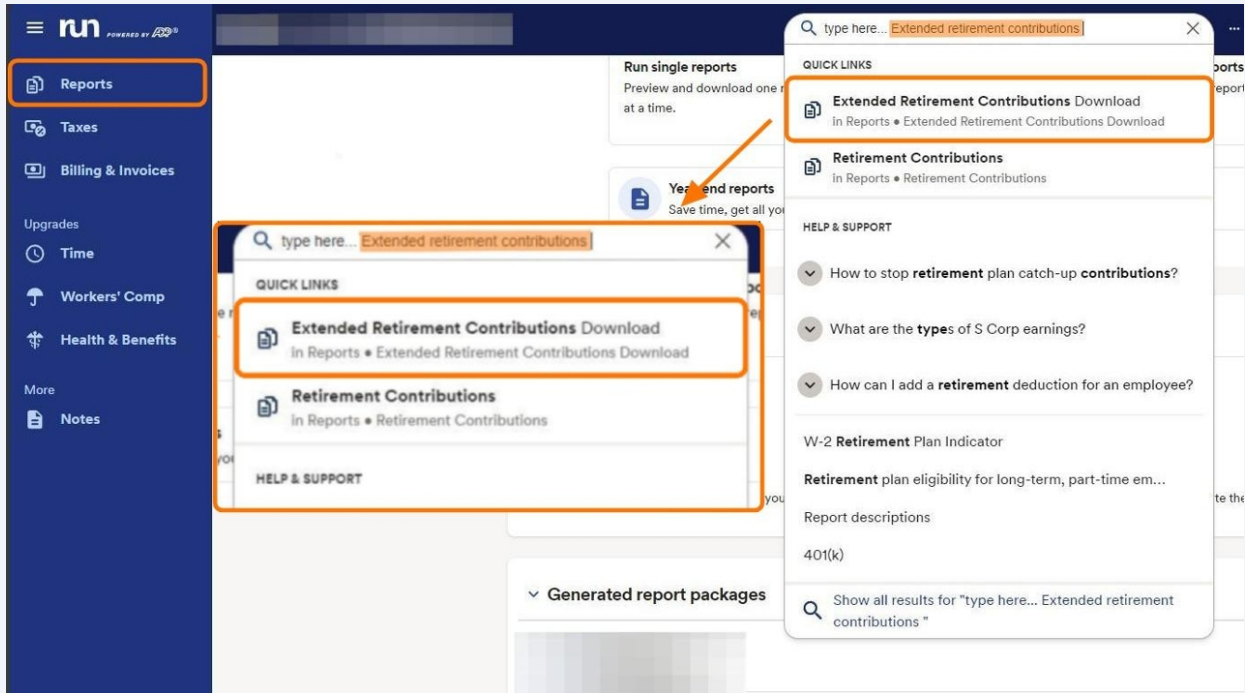
Instructions for Downloading the Extended Retirement Contribution Report

7

On the homepage of the ADP Run website, locate the sidebar and click on **Reports**.



8 In the search bar, type **Extended Retirement Contributions**.



9 Once the **Extended Retirement Contributions** download page is open, click **Edit** to proceed and make the necessary changes to obtain the required information.

Extended Retirement Contributions Download ☆

Year: 2024 From: 10/15/2024 - Payroll 2 To: 10/15/2024 - Payroll 2 Social security no: Mask [Edit](#)

Social Security Number	Last Name	First Name	Middle Initial	Street Address1	Street Address2	City	State Code	Zip	Email Address	Date of Birth	Date of Hire	Date of Termination

10

A new window will appear where you can make modifications based on the details of the census request.

Choose your report options

Year*
2024

From*
10/15/2024 - Payroll 2

To*
10/15/2024 - Payroll 2

Social security no*
Mask

View report

11

To know which year to select, refer to the details in the census request. Click on **Year** and choose the appropriate year for the report

Choose your report options

Year*

2024

2024 ✓

2023

2022

2021

2020

2019

2018

2017

12 In the **From** section, select the date of the first payroll of the year.

Choose your report options

Year*
2023

From*
12/29/2023 - Payroll 1

- 5/15/2023 - Payroll 1
- 4/28/2023 - Payroll 1
- 4/14/2023 - Payroll 1
- 3/31/2023 - Payroll 1
- 3/15/2023 - Payroll 1
- 2/28/2023 - Payroll 1
- 2/15/2023 - Payroll 1
- 1/31/2023 - Payroll 1
- 1/13/2023 - Payroll 1

13 In the **To** section, select the date of the last payroll of the year.

Choose your report options

Year*
2023

From*
1/13/2023 - Payroll 1

To*
12/29/2023 - Payroll 1

- 12/29/2023 - Payroll 1
- 12/15/2023 - Payroll 1
- 11/30/2023 - Payroll 1
- 11/15/2023 - Payroll 1
- 10/31/2023 - Payroll 1
- 10/13/2023 - Payroll 1
- 9/29/2023 - Payroll 1
- 9/15/2023 - Payroll 1
- 8/31/2023 - Payroll 1

14 In the **Social Security** section, ensure that **Unmask** is selected.

Choose your report options

Year*
2023

From*
1/13/2023 - Payroll 1

To*
12/29/2023 - Payroll 1

Social security no*
Mask
Mask ✓
Unmask

15 Finally, click **View Report** to apply the changes.

Choose your report options

Year*
2023

From*
1/13/2023 - Payroll 1

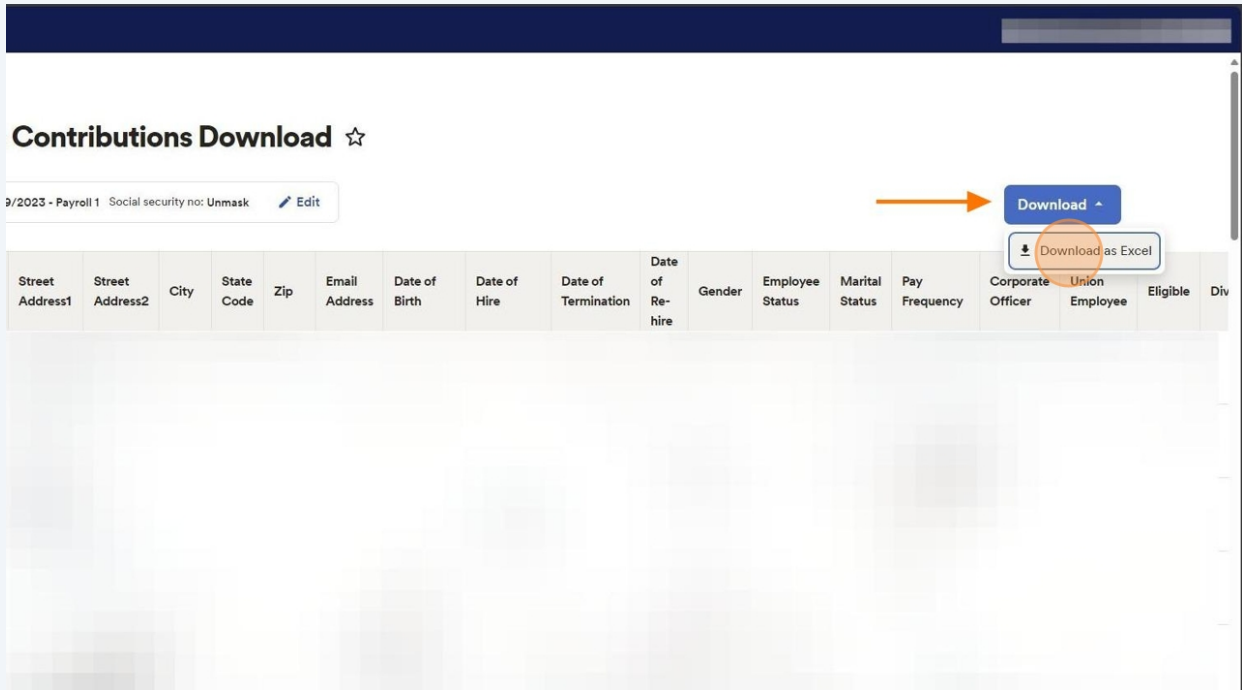
To*
12/29/2023 - Payroll 1

Social security no*
Unmask

View report

16

Once you're back on the initial page of the report, click **Download** and select **Download as Excel**.



17

The report will be located in the **Downloads** section of your browser or in the local **Downloads** folder on your computer.

