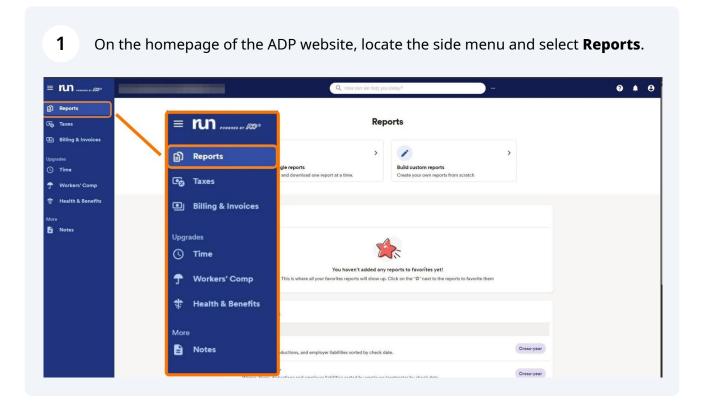
# ADP Guide 2024

## Instructions for Downloading W-2 and W-3 Forms



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

		Q type here W2s and 1099s X
Reports		QUICK LINKS
Taxes		in Reports • W-2s and 1099s
Billing & Invoices		Q Service Requests in Message Center
Upgrades ① Time	Q type here W2s and 1099s X	PO HELP & SUPPORT
	W-2s and 1099s in Reports • W-2s and 1099s	View 1099 reports Change an employment type
More Notes	Q Service Requests in Message Center	Access paperless tax statements View W-2s online
	SUI Rate Changes in Taxes	Q Show all results for "type here W2s and 1099s"
	This is where all you	You haven't added any reports to favorites yet! In favorites reports will show up. Click on the '\$' next to the reports to favorite them

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 ☆

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

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

	How do you want to downlo	ad your document?	×
Date Prepared	<ul> <li>PDF</li> <li>Export to CSV</li> <li>Export to TXT (formatted for IRS FIF</li> </ul>		
01/01/2024 - 10:38 Al 01/01/2023 - 01:05 Pl∿i	<u>.</u> Download	Cancel	Go
01/01/2022 - 11:26 AM 01/02/2021 - 12:19 PM	Download     Download		
01/03/2020 - 11:01 AM	1 Download		
01/08/2019 - 09:10 AM 12/31/2017 - 02:51 PM	Download     Download		

5

4

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

How	lo you want to downl	oad your document?	×
	ort to CSV ort to TXT (formatted for IRS F	IRE template) 🕜	
Date Prepared			
01/01/2024 - 10:38 AI		Cancel	Go
01/01/2023 - 01:05 PN	- Dowmoad		
01/01/2022 - 11:26 AM	🛓 Download		
01/02/2021 - 12:19 PM	🛓 Download		
01/03/2020 - 11:01 AM	🛓 Download		
01/08/2019 - 09:10 AM	🛓 Download		
12/31/2017 - 02:51 PM	Download		

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

	Downloads	
	M2 (1).csv Open file	6
	W2 (1).pdf Open file	
🛓 Download		
🛓 Download		
🛓 Download		
Download		
Download		
Download		

#### Instructions for Downloading the Extended Retirement Contribution Report

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

= run		Q How can ee help you today?	0 A O
Reports  Go Taxes  Billing & Invoices		Reports	
Upgrades	Reports	gle reports Build custom reports	
<ul> <li>Time</li> <li>Workers' Comp</li> </ul>	ලී Taxes	and download one report at a time. Create your own reports from scratch	
💠 Health & Benefits More	Billing & Invoices		
Notes	Upgrades () Time	<b>*</b>	
	🖵 Workers' Comp	You haven't added any reports to favorites yet! This is where all your favorites reports will show up. Click on the "Q" next to the reports to favorite them	
	🛟 Health & Benefits		
	More		
	Notes	ductions, and employer liabilities sorted by check date.	
	Manage Barra	Taduations and employee Habilities excited by excitence / environments by should deta.  Cross-year	



6

		Q type here Extended retirement contributions
📄 Reports	Run single reports Preview and downlo- at a time.	
Taxes	at a ume.	in Reports • Extended Retirement Contributions Download
Billing & Invoices	Yestend re	
Upgrades	Q         type here         Extended retirement contributions         X	HELP & SUPPORT
Workers' Comp	QUICK LINKS	How to stop retirement plan catch-up contributions?
🛟 Health & Benefits	Extended Retirement Contributions Download in Reports • Extended Retirement Contributions Download	What are the <b>type</b> s of S Corp earnings?
More	Retirement Contributions	How can I add a <b>retirement</b> deduction for an employee?
	P HELP & SUPPORT	W-2 Retirement Plan Indicator Retirement plan eligibility for long-term, part-time em you Report descriptions
		401(k)
	✓ Generated report package	ges         Q         Show all results for "type here Extended retirement contributions "

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

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

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

9

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

hoose your report o	ptions
ir*	
024	· )
m*	
0/15/2024 - Payroll 2	•
0/15/2024 - Payroll 2	-
sial security no*	
1ask	*

**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

	t options
ear*	
2024	• )
2024	~
2023	
2022	
2021	
2020	
2019	
2018	
2017	

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

ear*	
2023	•
rom*	
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	

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

Year*	
2023	*
From*	
1/13/2023 - Payroll 1	•
То*	
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
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From*	
1/13/2023 - Payroll 1	
То*	
12/29/2023 - Payroll 1	
Social security no*	
Mask	
Unmask	

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

### Choose your report options

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**.

23 - Payro	oll 1 Social sec	curity no:	Unmask	/ Ed	it							-		-	iload 🔺	
eet dress1	Street Address2	City	State Code	Zip	Email Address	Date of Birth	Date of Hire	Date of Termination	Date of Re- hire	Gender	Employee Status	Marital Status	Pay Frequency	Corporate Officer	Union Employee	Eligible

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

						ExtendedRetirementContributionsDowr Open file	0	Ŵ	
		Date			l				
C	Date of Termination	of Re- hire	Gender	Employee Status					Eligible