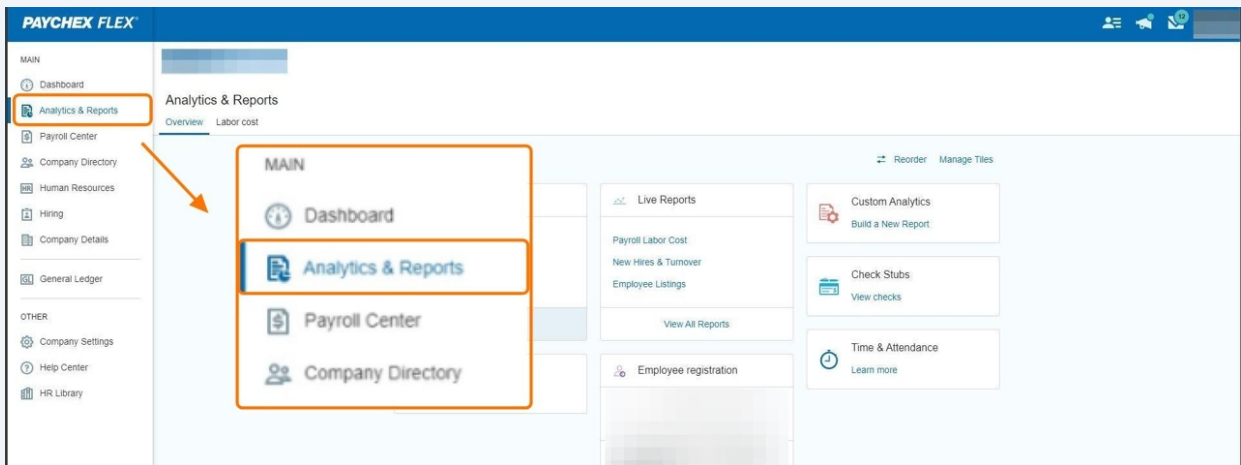# Paychex Guide 2024

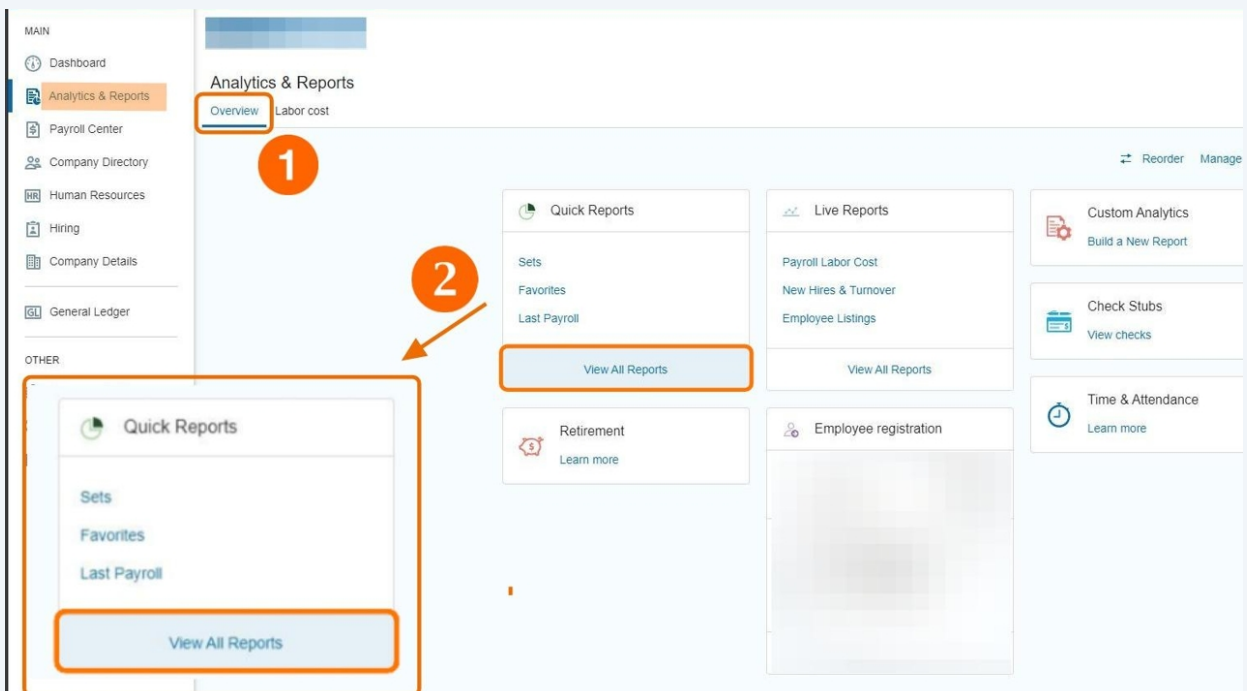## How to Download the W-2 forms

1 On the Paychex Flex homepage, locate the side menu and select **Analytics & Reports** from the available options.
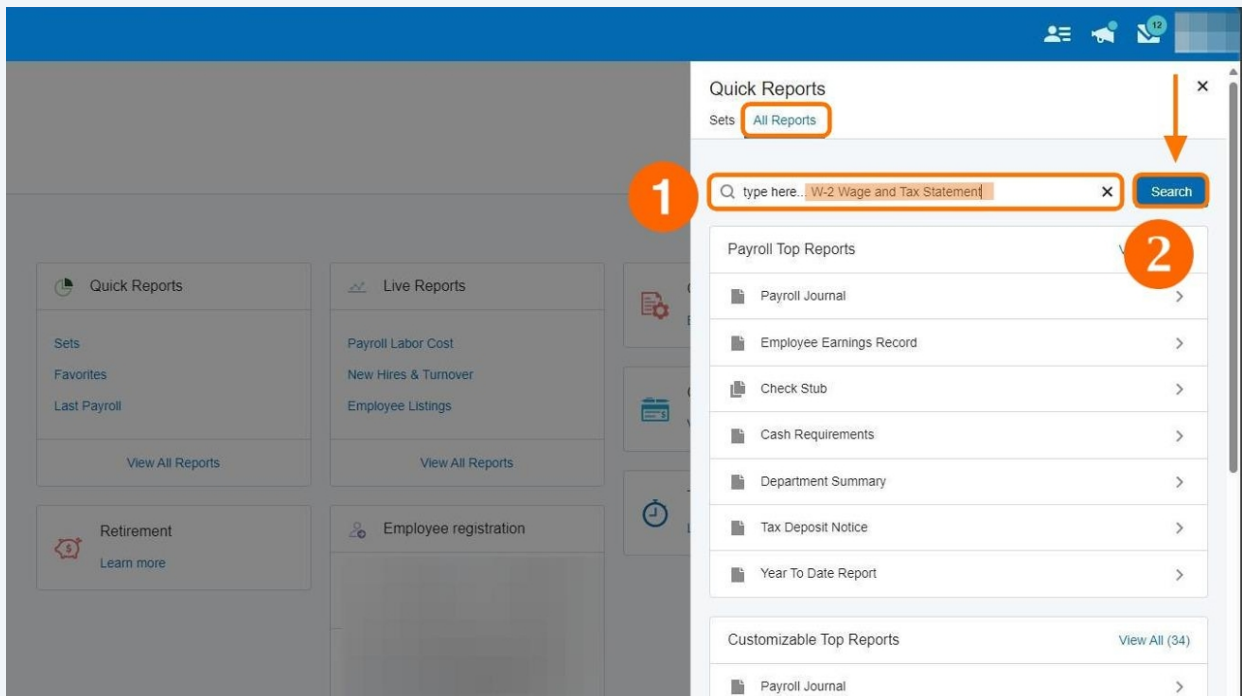

2 After navigating to the **Analytics & Reports** page, select the **Overview** tab. In the **Quick Reports** section, click on **View All Reports** to access the full list of available reports
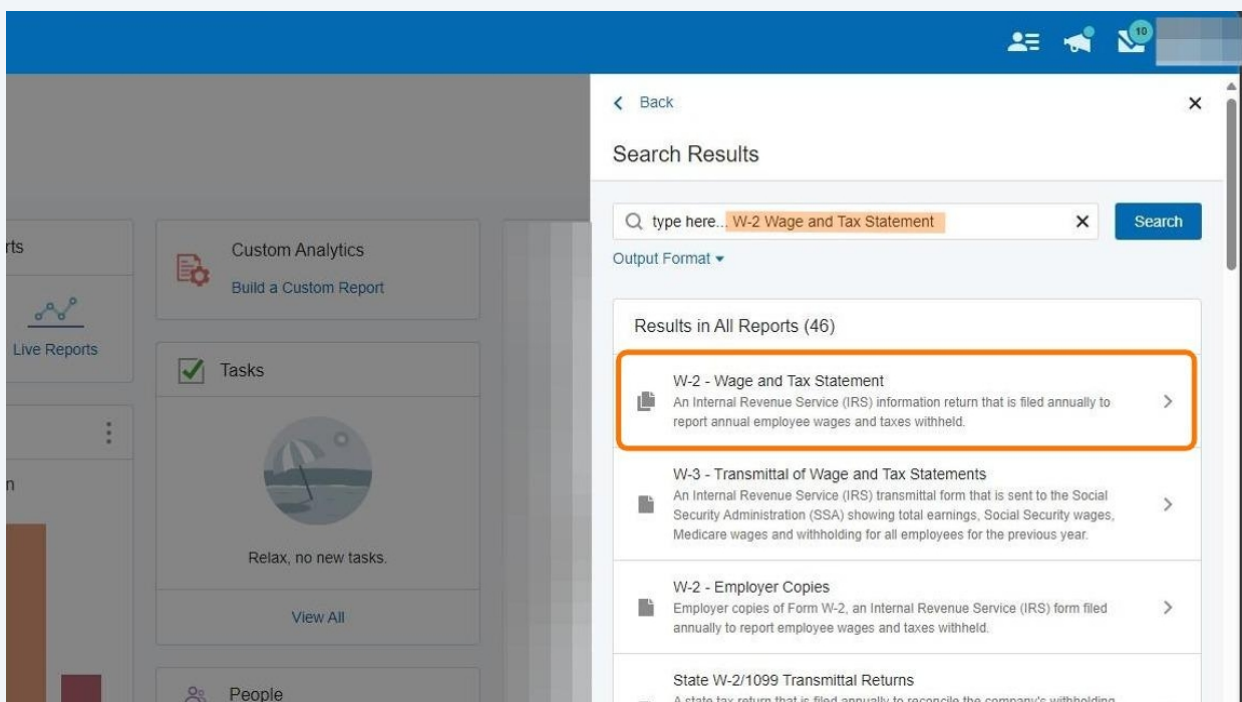
3 In the open side menu, type **W-2 Wage and Tax Statement** into the search bar and click **Search** to locate the report.
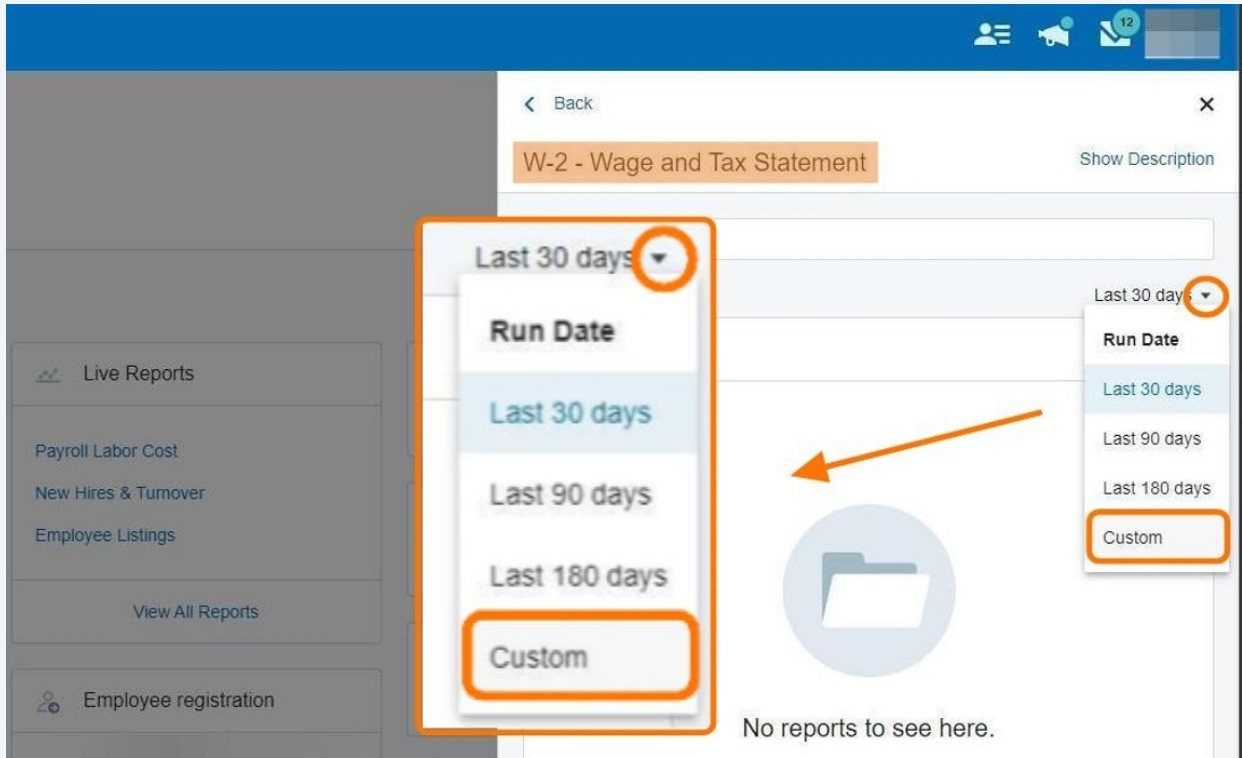

4 From the search results, locate the **W-2 Wage and Tax Statement** report.
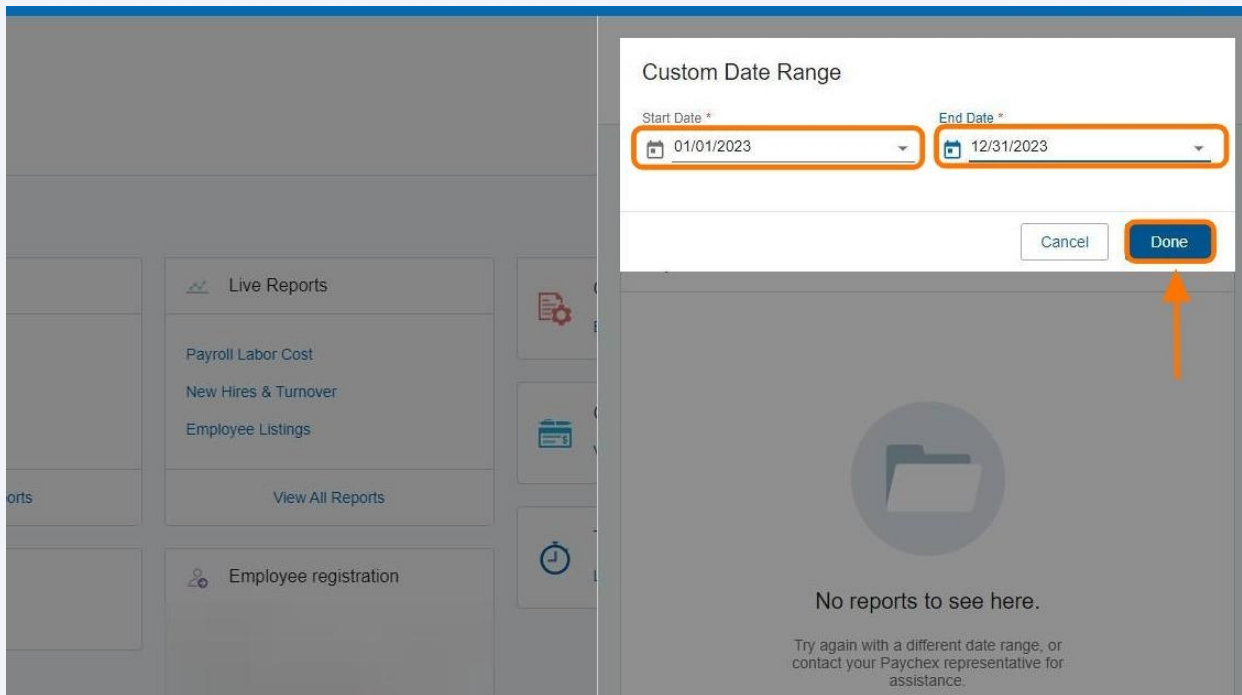
**5** Set the run date to **Custom** by selecting the appropriate option.

6 Adjust the custom date range to cover the full year, from January to December. Refer to the census request to determine the specific year you need to select. Click done. You can revisit this section later to download W-2 forms for other years if necessary.
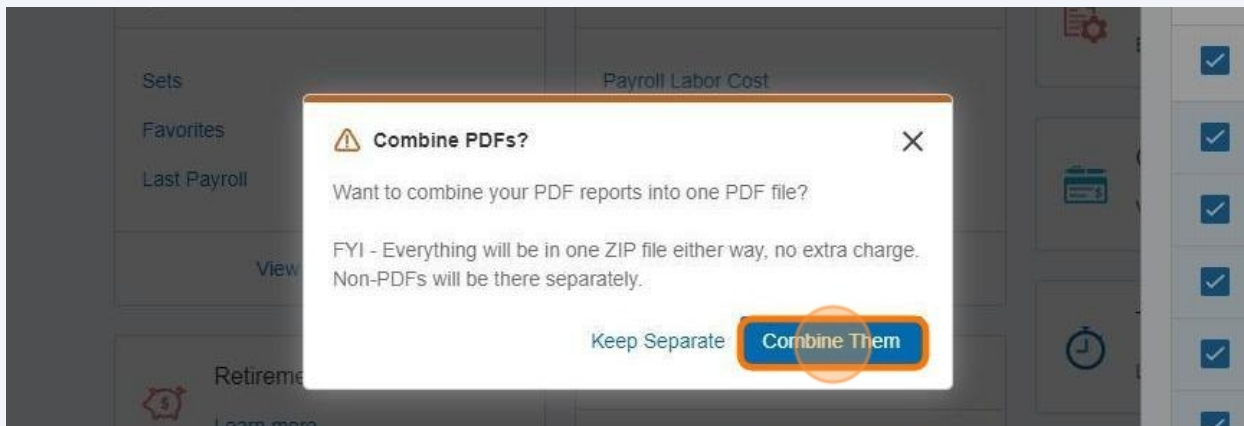

7 Check the box next to **Report Title** to select the W-2s for all employees, then click **Download** to save the file.
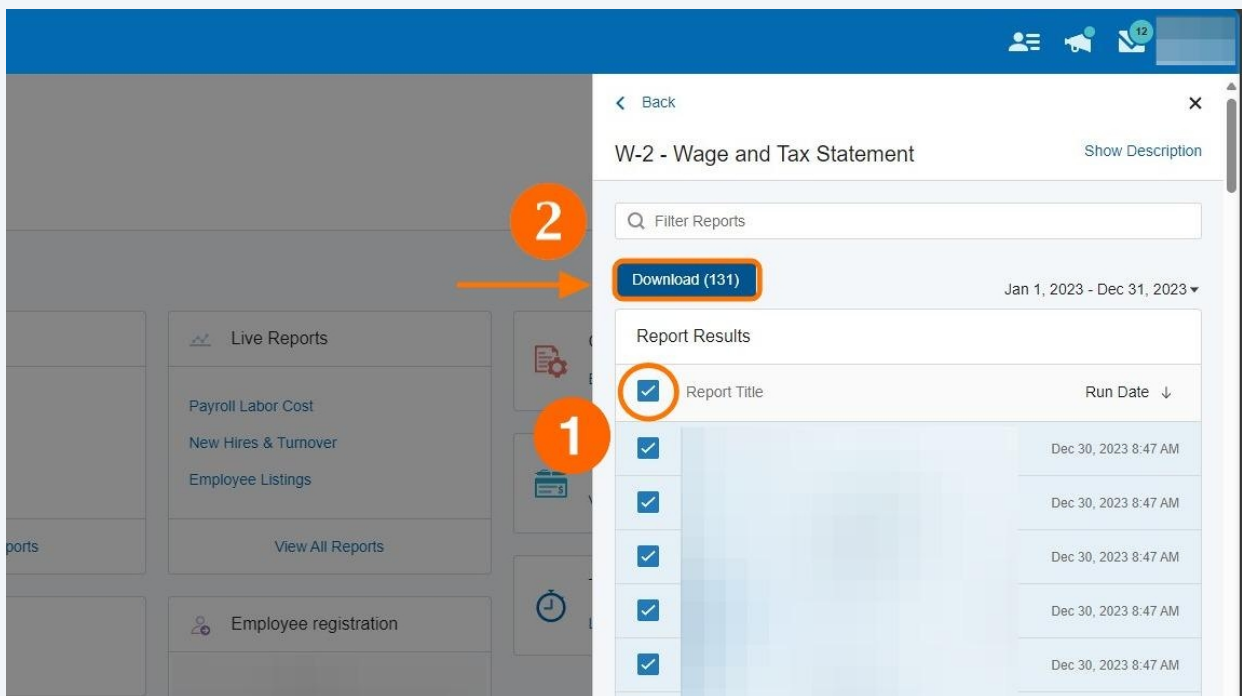
8 After clicking **Download**, a new window will appear. In this window, select the option **Combine Them** to proceed.
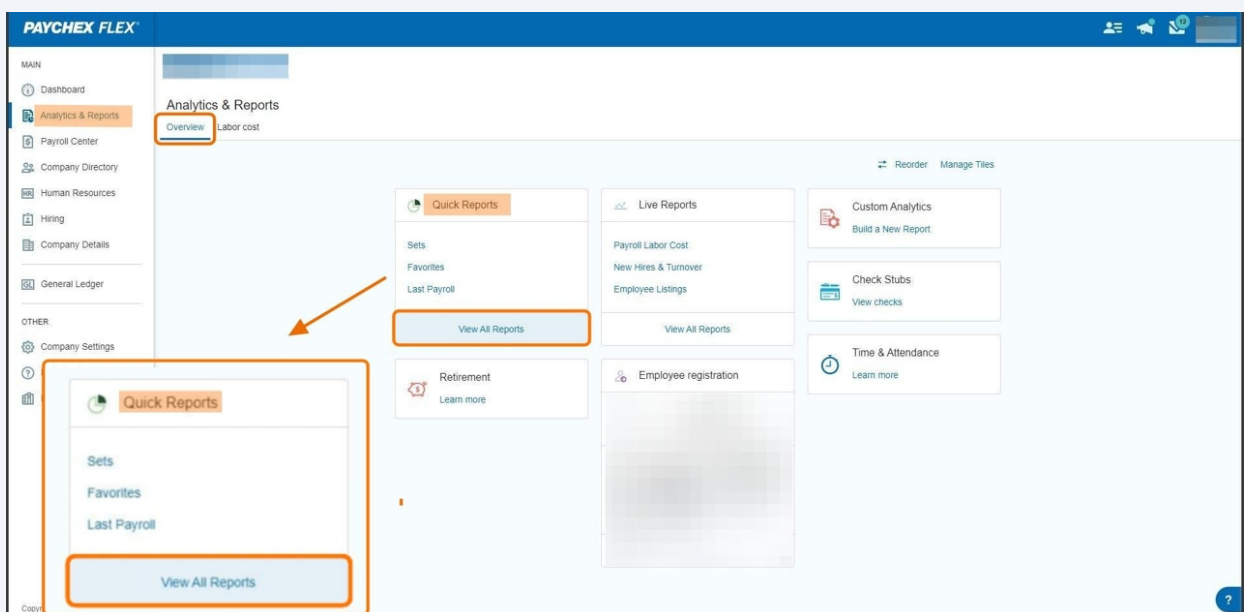

(i) **Ready!**

Your W-2 forms will then be saved to your computer's download folder.

How to Download the Payroll Year To Date Report

9 Navigate back to the **Analytics & Reports** page by using the side menu. Once there, locate the **Quick Reports** section and click on **View All Reports** to access the full list of available reports.
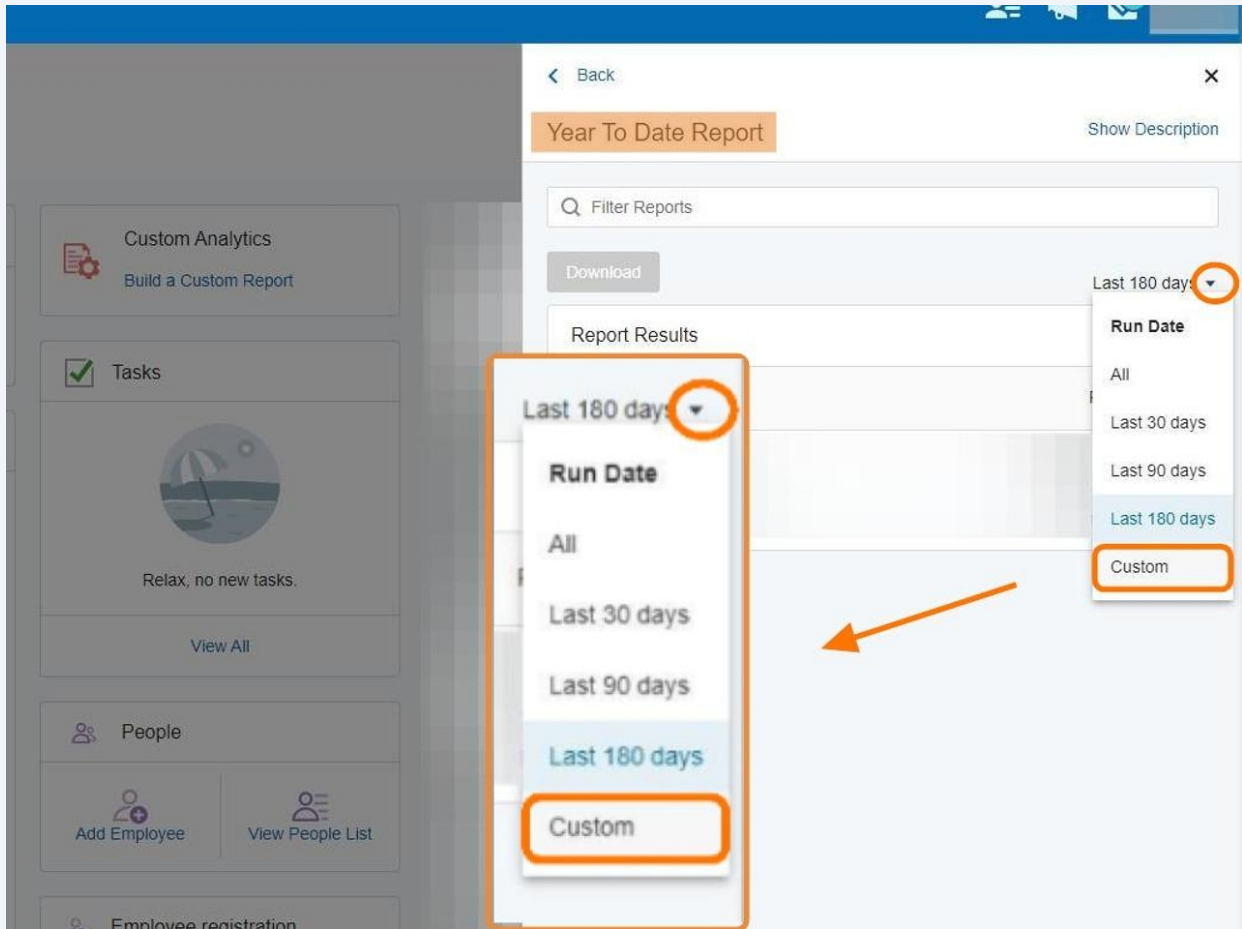
10 Once the **Quick Reports** menu is open, click on **All Reports** and locate the **Year-to-Date Report**. Alternatively, you can type **Year-to-Date Report** into the search bar to find it directly.
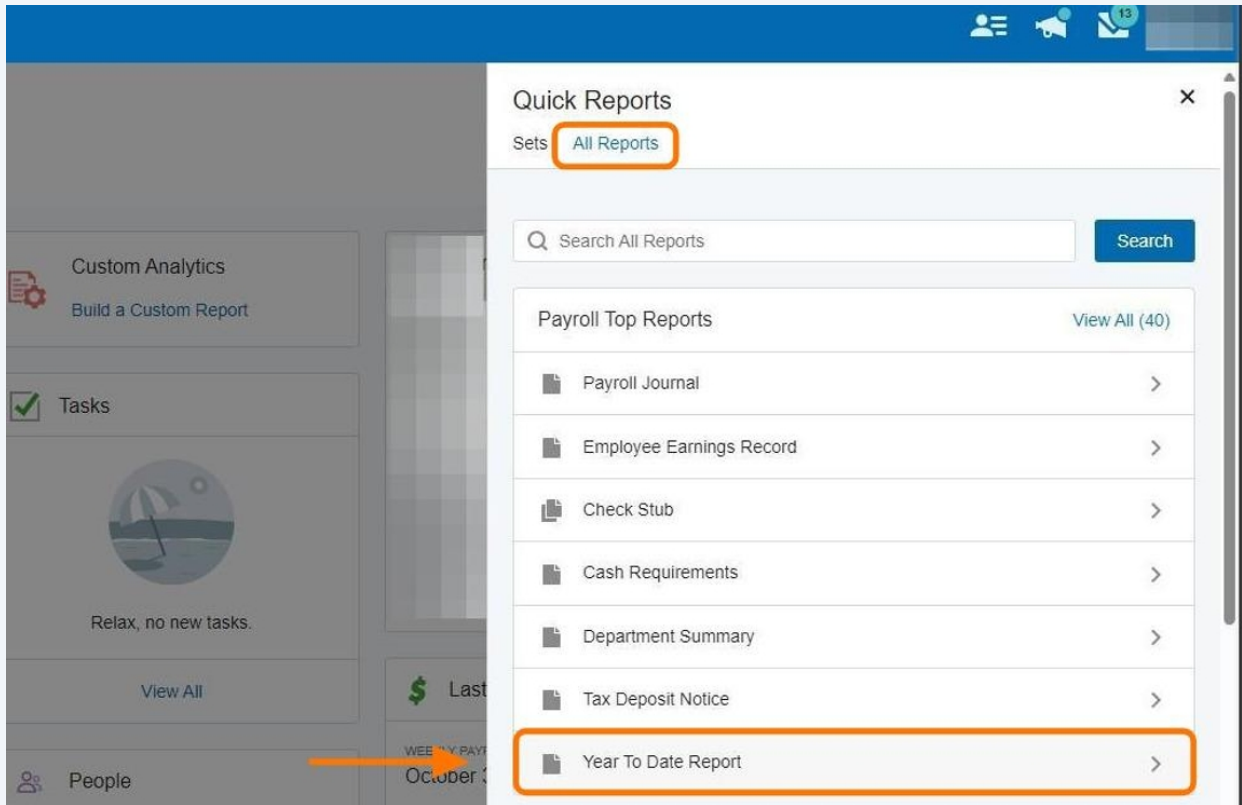
11 When the **Year-to-Date Report** window opens, locate the dropdown menu on the right side of the page. Click the downward arrow and select **Custom** from the list of available options.
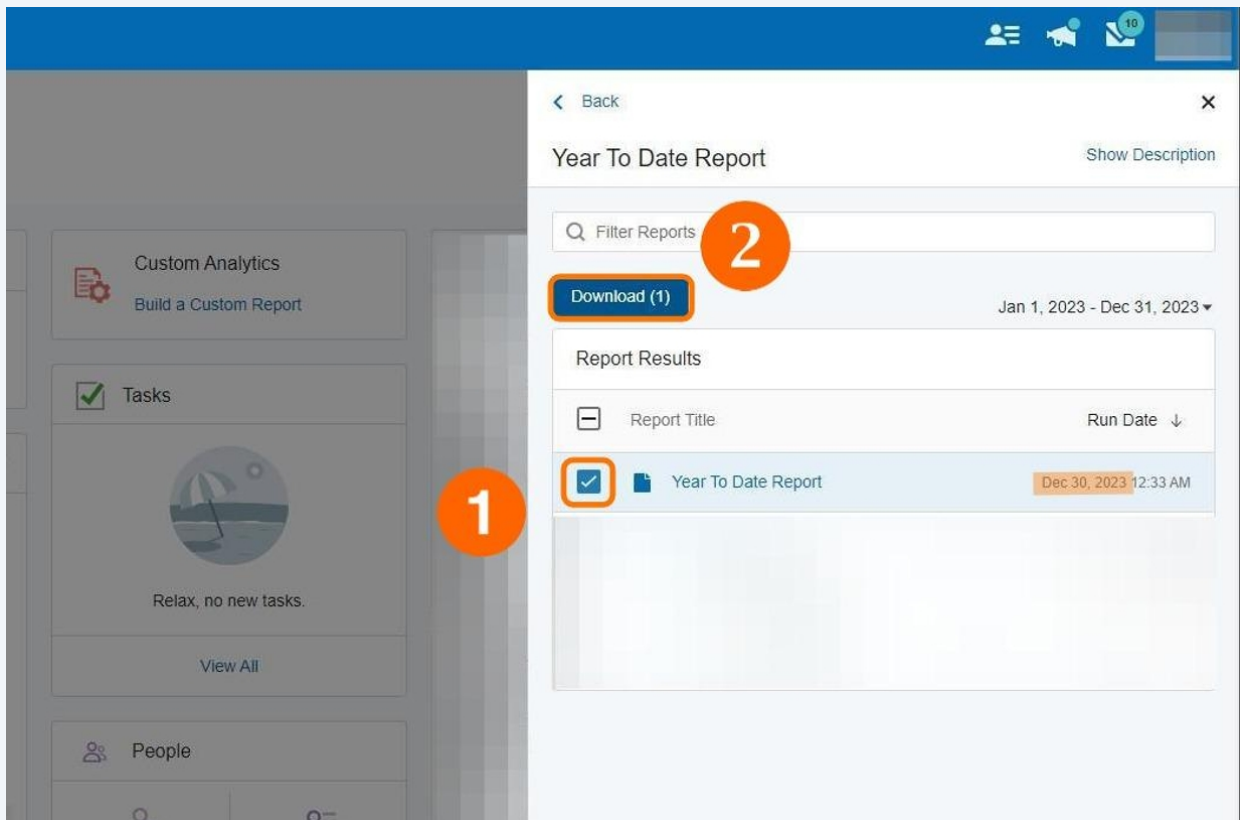

12 Once the custom date range window opens, enter the date range from January to December. Refer to the census request to determine the specific year required. You can revisit this page later to download reports for other years if needed.
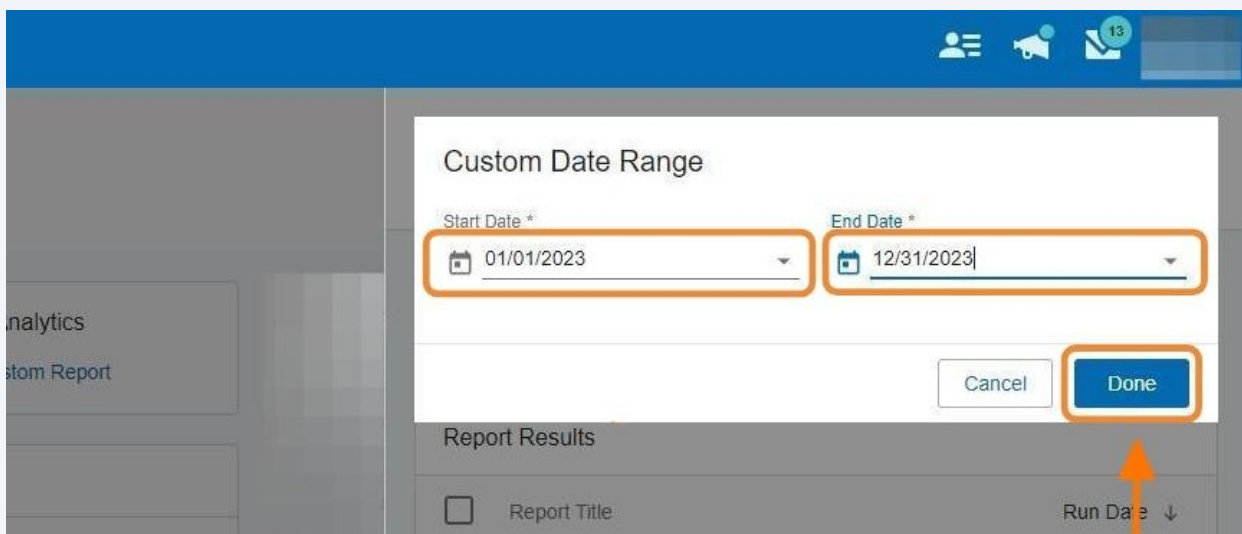
13 Check the box next to the **Year-to-Date Report** generated for the specified date range, then click **Download** to save the file.

14 Once the **Year-to-Date Report** is open, click on the **Save** option in the top corner to save the file to your preferred location on your computer for easy retrieval.