

CHANGES AND CORRECTIONS TO W-2S:

If you need to make any of the following changes after your W-2s have been created, you will need to correct the W-2s:

- Change employee specific data that displays on the W-2 (such as name, address, and Social Security number)
- Change a payroll check date to the prior year
- Process a current payroll with manual checks, voids, or third party sick payments using a check date in the prior year.

CORRECTING A W-2 AFTER IT HAS BEEN FILED:

- If needed, process an Off-Cycle Payroll to correct the employee totals. **Important:** As ADP files for you, contact your Payroll Service team to determine if an amendment must be filed.
- Submit your corrections.

The Social Security Administration (SSA) recommends that corrections be made on paper forms. [Click here](#) to print copies of the forms.

After a filing to a tax agency has been processed, adjustments to that filing will be processed as an amended return. You will receive an amendment package from ADP for your records.

VIEWING THE W-2 REPORT ONLINE:

- On the Reports tab, select W-2 Statements

The W-2 forms are available 24 hours after ADP processes them. Before that time, you can use the W-2 Preview report to view W-2 information.

All employees are included in one PDF report file. Each PDF file contains the most recent W-2 forms generated for your employees.