

Paychex Flex Download W-2 Form How-to

HR Office
January 2022

PayChex Flex – access your 2021 W-2 Form

After log in
to
<https://myapps.paychex.com>

Dashboard

The screenshot displays the PayChex Flex dashboard interface. At the top left, there is a 'FinFit®' widget with a 'Launch FinFit' button. Below it is a 'Flexible Spending' widget with a 'View Accounts' button. The 'Tax Documents' section at the bottom left contains two PDF icons labeled '2021 W2' and '2020 W2', with the '2021 W2' icon highlighted by a brown border. A 'View All' link is positioned below these icons. On the right side, there is a 'Training' widget, a large blue clock widget showing '1:01 P' and 'Working since 8:44', and a 'More Options' button at the bottom right.

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- Download the two-page document, including explanation page.
- This is a document including your Social Security Number and income numbers, please safe guard this for tax filing purpose.