

# Paychex Flex Download IRS W-2 Form How-to

HR Office

January 2024

# PayChex Flex – access your 2023 W-2 Form

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

The screenshot displays the PayChex Flex user interface. On the left, the 'Check Stubs' section features a vertical timeline with three entries: 'Jan 16 Pay Period' (Dec 26–Jan 10), 'Dec 29, 2023 Pay Period' (Dec 11–Dec 25), and 'Dec 15, 2023 Pay Period' (Nov 26–Dec 10). Each entry includes a 'View Details' link. On the right, the 'Tax Documents' section is visible, with tabs for 'Vacation' and 'Bereavement'. Below these tabs is a 'View All' link. The 'Tax Documents' section contains two PDF icons labeled '2023 W2' and '2023 1095-C', with another 'View All' link at the bottom.

# PayChex Flex – access your 2023 W-2 Form (more)

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