

# How to Access W-2 Tax Documents: Tips for Former Employees

Former Northwestern Medicine employees can access their W-2 tax forms using the following instructions.

## Before you get started

- Use a secure, personal computer.
- Open a browser window (preferred browsers are Microsoft Edge, Google Chrome and Firefox), and clear your cache and cookies.
- If you are requesting a W-2 form for a prior year, make sure to have your credit or debit card ready, as there is a \$18 fee per copy.

## When you are ready

1. Visit [mytaxform.com](https://mytaxform.com).
2. Enter **10589** as the employer code.
3. Follow the login prompts to authenticate.
4. Once you are logged in, you can access your W-2 electronically by completing the online consent process.

## If you have login issues

- Use the 'Forgot User ID' or 'Forgot Password' options to troubleshoot.
- If you need help with the login process, please call **877.664.8778**.
- If you need help unlocking your account, please call **312.926.4357**.