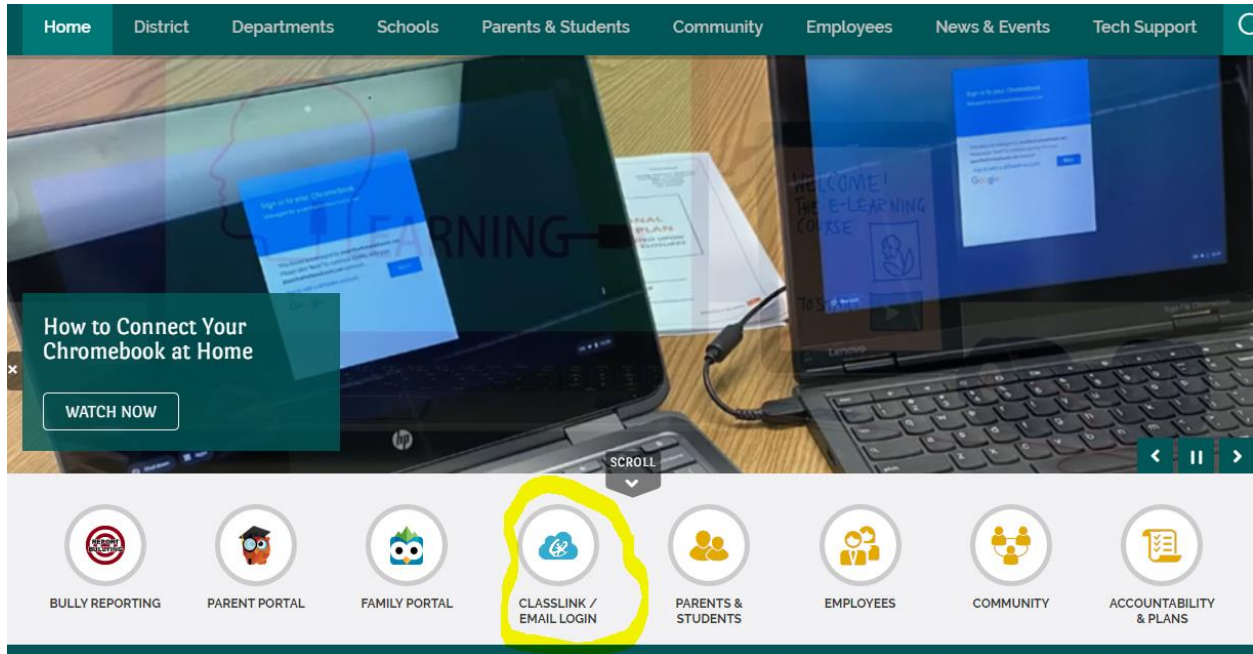


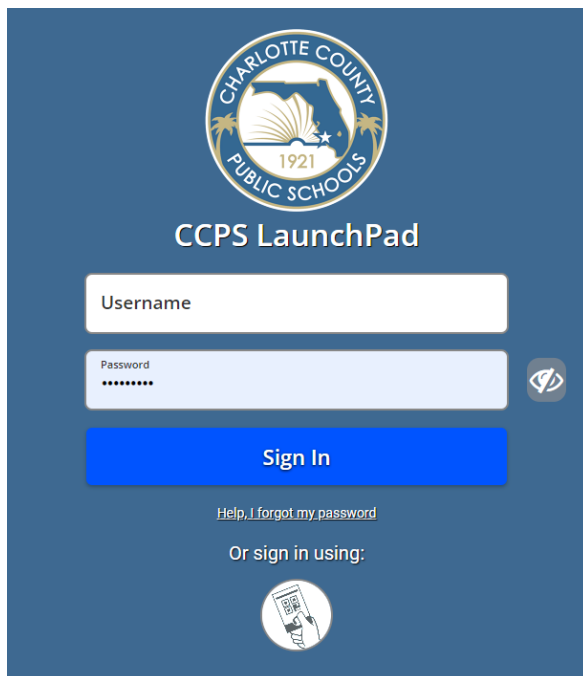


How to obtain a digital copy of your W-2

1. Access ClassLink from your desktop or from our website.
Yourcharlotteschools.net



2. Login to Classlink with your employee credentials





How to obtain a digital copy of your W-2

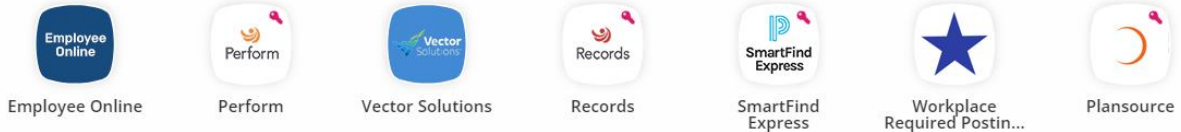
3. Locate the Employee Resources folder



Employee Resources


4. Click on the Employee Online icon

Employee Resources



5. Select Active Employees

Welcome to

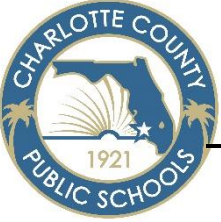


BusinessPlus

Your account was signed into BusinessPlus Application using your district's identity provider. The identity provider's session has not been signed out.

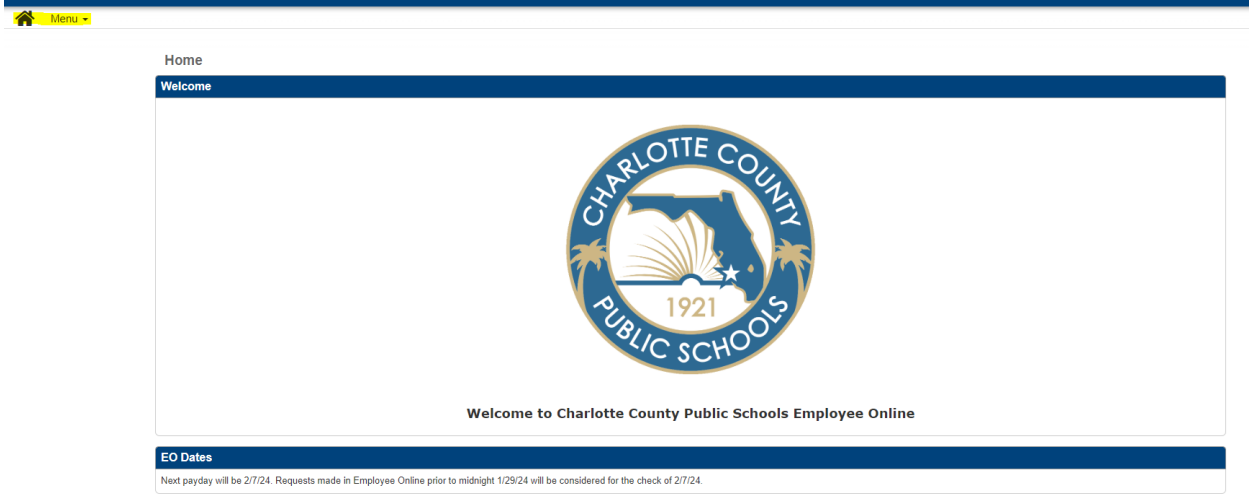
[Active Employees - Click here to Login with Single sign-on \(SSO\)](#)

[Former Employees - Click here to Login](#)

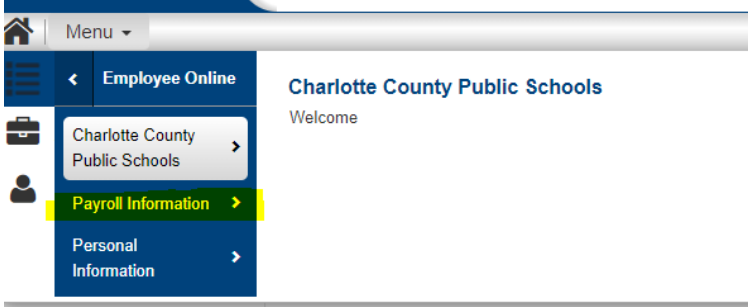


How to obtain a digital copy of your W-2

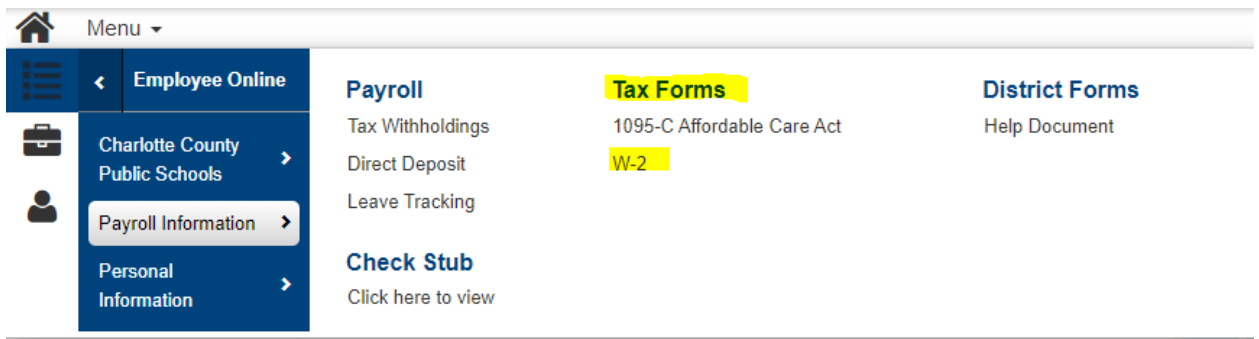
6. Locate the menu tab



7. Click on Payroll Information



8. Under Tax Forms you will see your available tax documents. Click on the desired form.





How to obtain a digital copy of your W-2

9. You will see each available tax year form.

W-2 Information

W-2

[IRS Website Link - IRS.gov](#)

[W2_2023](#)

[W2_2022](#)

[W2_2021](#)

[W2_2020](#)

[W2_2019](#)

10. The form will open as a PDF that can be downloaded or printed.