



Viewing/Printing My Year End Forms

Introduction This guide provides the procedures for a member to view, download, and/or print their year end forms in Direct Access (DA).


Procedures See below.

Step	Action
<p>1</p>	<p>Select 7 More... under View in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a list of links. The links are organized into two columns. The first column includes: Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More... The second column includes: View, My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and Off Comparison Scale Summary. The '7 More...' link at the bottom of the second column is highlighted with a red box.</p>
<p>2</p>	<p>Select View/Print My Year End Forms.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a 'View' folder icon. Below the folder is a grid of links. The links are: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, SWE PDE, Warrant PDE, My Credit Card Data, My Credit Card Balance, SWE Profile Letter, and Warrant Profile Letter. The 'View/Print My Year End Forms' link at the bottom left is highlighted with a red box. Below this link is the text: 'Affirmative consent to receive only an electronic copy of Year-End Tax Forms.'</p>

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Viewing/Printing My Year End Forms, Continued


Procedures,
continued

Step	Action
<p>3</p>	<p>The Tax Document Consent Form page will display. This page offers members the opportunity to consent to accessing tax forms online. If a member consents to accessing them online, they will not be mailed. Check the box and click Submit to consent. In this example, the member has previously consented to receive their year-end tax forms electronically. To withdraw the consent, check the box and click Submit.</p> <div data-bbox="328 707 1385 1429" style="border: 1px solid blue; padding: 10px;"> <p>Tax Document Consent Form</p> <p>Obi-Wan Kenobi</p> <p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your 2017 tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p> <p>If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p> <p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p> <p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p> </div> <p> Your Current Status: Consent received.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;"> <input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms. </div> <div style="text-align: right; margin-top: 5px;"> View/Print W-2 View/Print ACA Forms </div> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;"> Submit </div> </div>
<p>4</p>	<p>Whether giving or withdrawing consent to receive year end forms electronically, DA will require you to verify your identity before processing your request. Enter your DA Password and click Continue.</p> <div data-bbox="328 1576 1385 1872" style="border: 1px solid blue; padding: 10px;"> <p>Verify Identity</p> <p>To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.</p> <p>User ID: 1234567</p> <p>Password: <input style="border: 1px solid red;" type="password"/></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid red; padding: 2px 10px;">Continue</div> <div style="border: 1px solid gray; padding: 2px 10px;">Cancel</div> </div> </div>

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Viewing/Printing My Year End Forms, Continued

Procedures,
continued

Step	Action
5	<p>To view and/or print your year end forms, click View/Print W2 or View/Print ACA Forms to open a list of the appropriate tax forms.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Tax Document Consent Form</p> <p>Obi-Wan Kenobi</p> <p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your 2017 tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p> <p>If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p> <p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p> <p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p> </div> <p> Your Current Status: Consent received.</p> <p><input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p><input type="button" value="Submit"/></p> <div style="text-align: right;"> <div style="border: 1px solid red; padding: 2px; display: inline-block;">View/Print W-2</div> <div style="border: 1px solid red; padding: 2px; display: inline-block;">View/Print ACA Forms</div> </div> </div>

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continued

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<p>6</p>	<p>Depending on the link selected, a list of available W-2s or Affordable Care Act forms will display. Click on the appropriate button to open the form.</p> <p>View/Print W2:</p> <div data-bbox="331 636 1270 1070" style="border: 1px solid blue; padding: 5px;"> <p>View My W-2/W-2c</p> <p>Obi-Wan Kenobi</p> <p>Review your available W-2 and W-2c forms below</p> <table border="1" data-bbox="347 808 1270 1070"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Calendar Year</th> <th>W-2 Form Type</th> <th>View Tax Form</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>2017</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>2016</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>2015</td> <td>W-2</td> <td>View W2</td> </tr> </tbody> </table> </div> <p>View/Print ACA Forms:</p> <div data-bbox="331 1149 1270 1597" style="border: 1px solid blue; padding: 5px;"> <p>View My Affordable Care Act Forms</p> <p>Obi-Wan Kenobi</p> <table border="1" data-bbox="347 1294 1270 1597"> <thead> <tr> <th></th> <th>Empl ID</th> <th>Year</th> <th>Original/Voided/Corrected?</th> <th>View Affordable Care Act Forms</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>2015</td> <td>Original</td> <td>1095-C</td> </tr> <tr> <td>2</td> <td>1234567</td> <td>2016</td> <td>Original</td> <td>1095-C</td> </tr> <tr> <td>3</td> <td>1234567</td> <td>2017</td> <td>Original</td> <td>1095-C</td> </tr> </tbody> </table> </div>		Empl ID	Calendar Year	W-2 Form Type	View Tax Form	1	1234567	2017	W-2	View W2	2	1234567	2016	W-2	View W2	3	1234567	2015	W-2	View W2		Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms	1	1234567	2015	Original	1095-C	2	1234567	2016	Original	1095-C	3	1234567	2017	Original	1095-C
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<p>7</p>	<p>The selected form will open in a new window. They may be printed and/or saved to a personal file.</p>																																								