


My Year End Forms

Introduction This guide provides the procedures for viewing, downloading, and/or printing your year-end forms in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click the ## More link under View in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks. The '8 More...' link at the bottom of the list is highlighted with a red box.</p>
<p>2</p>	<p>Click View/Print My Year End Forms.</p>  <p>The screenshot shows the 'View' page with a grid of links. The 'View/Print My Year End Forms' link is highlighted with a red box.</p>

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My Year End Forms, Continued

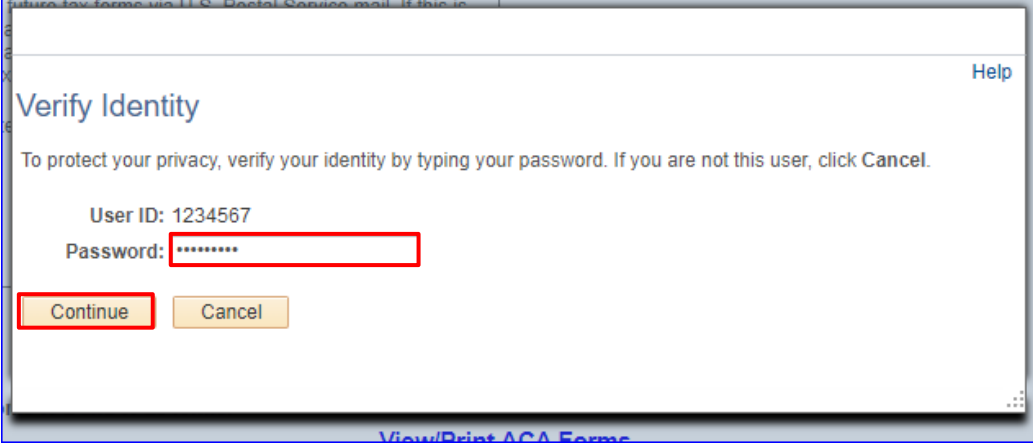
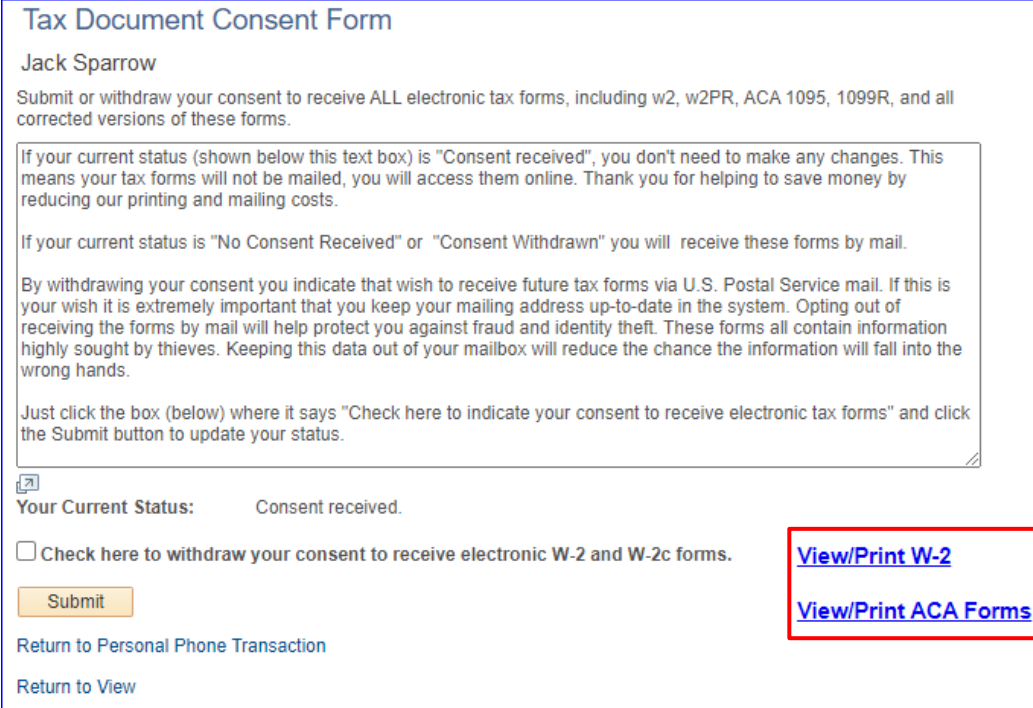
Procedures, continued

Step	Action
3	<p>The Tax Document Consent Form page will display.</p> <ul style="list-style-type: none"> • This page offers you the opportunity to consent to accessing tax forms online. If you consent 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. <div data-bbox="327 752 1366 1458" style="border: 1px solid blue; padding: 10px;"> <p>Tax Document Consent Form</p> <p>Jack Sparrow</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 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If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.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: 5px; margin: 5px 0;"> <input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms. <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Submit"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Return to Personal Phone Transaction View/Print W-2 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Return to View View/Print ACA Forms </div> </div>

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My Year End Forms, Continued

Procedures, continued

Step	Action
4	<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> 
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> 

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My Year End Forms, Continued

Procedures,
continued

Step	Action																																				
<p>6</p>	<p>Depending on the link selected, a list of available forms will display. Click on the appropriate button to open the form.</p> <p>View/Print W-2 link:</p> <div style="border: 1px solid blue; padding: 5px;"> <p>View My W-2/W-2c Jack Sparrow Review your available W-2 and W-2c forms below</p> <table border="1" data-bbox="336 797 1270 1178"> <thead> <tr> <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 1234567</td> <td>2021</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>2 1234567</td> <td>2020</td> <td>W-2</td> <td>View W2</td> </tr> <tr> <td>3 1234567</td> <td>2020</td> <td>W-2c</td> <td>View W2</td> </tr> <tr> <td>4 1234567</td> <td>2019</td> <td>W-2</td> <td>View W2</td> </tr> </tbody> </table> </div> <p>View/Print ACA Forms link:</p> <div style="border: 1px solid blue; padding: 5px;"> <p>View My Affordable Care Act Forms Jack Sparrow</p> <table border="1" data-bbox="328 1319 1358 1626"> <thead> <tr> <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 1234567</td> <td>2019</td> <td>Original</td> <td>1095-C</td> </tr> <tr> <td>2 1234567</td> <td>2020</td> <td>Original</td> <td>1095-C</td> </tr> <tr> <td>3 1234567</td> <td>2021</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	2021	W-2	View W2	2 1234567	2020	W-2	View W2	3 1234567	2020	W-2c	View W2	4 1234567	2019	W-2	View W2	Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms	1 1234567	2019	Original	1095-C	2 1234567	2020	Original	1095-C	3 1234567	2021	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>																																				
