
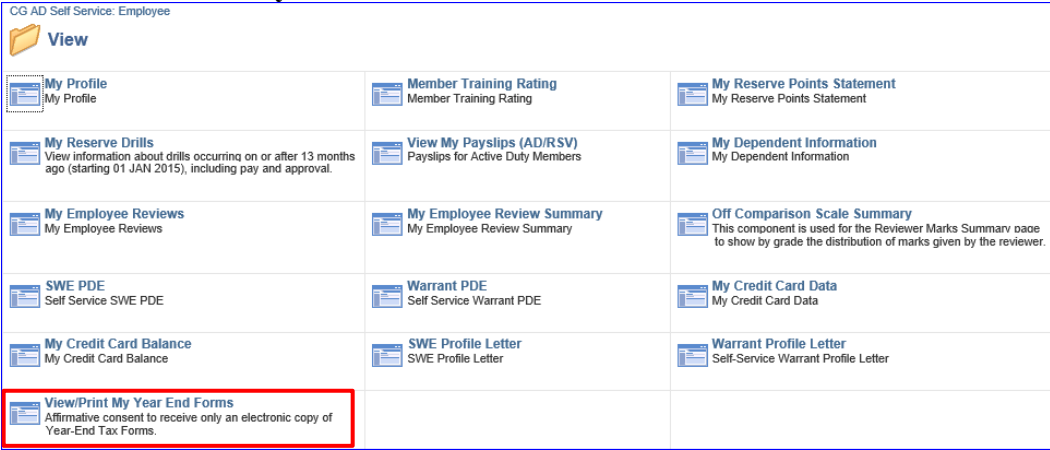


# Year End Tax Form Consent (Opting-out of Paper Copies)

**Introduction** This guide provides the procedures for members to opt-out of receiving paper copies of tax forms in Direct Access (DA).


**Procedures** See below.

Step	Action
1	<p>Select <b>7 More ...</b> under View in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a 'View' button. Below it is a list of tasks and links. The '7 More...' link at the bottom of the list is highlighted with a red box.</p>
2	<p>Select <b>View/Print My Year End Forms</b>.</p>  <p>The screenshot shows the 'View/Print My Year End Forms' pagelet. The 'View/Print My Year End Forms' link is highlighted with a red box.</p>

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# Year End Tax Form Consent (Opting-out of Paper Copies), Continued


Procedures,  
continued

Step	Action
3	<p>The Tax Document Consent Form will display.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Tax Document Consent Form</b></p> <p>Winnie the Pooh</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>Beginning tax year 2016, Coast Guard payees will have the option to consent to receive ONLY an electronic copy of their year-end tax forms, including W-2, 1099r, and ACA forms 1095.</p> <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If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.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>We encourage you to consent to receiving the forms online. 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 Withdrawn</p> <p><input type="checkbox"/> Check here to indicate your consent to receive electronic W-2 and W-2c forms.</p> <p style="text-align: right;"><a href="#">View/Print W-2</a> <a href="#">View/Print ACA</a> <a href="#">Forms</a></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p><a href="#">Return to View</a></p> </div>

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# Year End Tax Form Consent (Opting-out of Paper Copies), Continued


Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>Click the <b>Check here to indicate your consent to receive electronic W-2 and W-2c forms box</b>. By checking this box, the member will no longer receive paper copies of their tax forms.</p> <p>Click <b>Submit</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Tax Document Consent Form</b></p> <p>Winnie the Pooh</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 black; padding: 5px;"> <p>Beginning tax year 2016, Coast Guard payees will have the option to consent to receive ONLY an electronic copy of their year-end tax forms, including W-2, 1099r, and ACA forms 1095.</p> <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>We encourage you to consent to receiving the forms online. 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 Withdrawn</p> <p><input checked="" type="checkbox"/> Check here to indicate your consent to receive electronic W-2 and W-2c forms.</p> <p><input type="button" value="Submit"/></p> <p style="text-align: right;"><a href="#">View/Print W-2</a> <a href="#">View/Print ACA</a> <a href="#">Forms</a></p> <p><a href="#">Return to View</a></p> </div>
<p><b>5</b></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 <b>Password</b> and click <b>Continue</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"><a href="#">Help</a></p> <p><b>Verify Identity</b></p> <p>To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.</p> <p>User ID: 1234567</p> <p>Password: <input style="border: 1px solid red;" type="password"/></p> <p><input type="button" value="Continue"/>    <input type="button" value="Cancel"/></p> </div>

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# Year End Tax Form Consent (Opting-out of Paper Copies), Continued

Procedures,  
continued

Step	Action
6	<p>The <b>Your Current Status</b> will update to reflect <b>Consent received</b>.</p> <p>The member will no longer receive paper copies of their W-2 or W-2c.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Tax Document Consent Form</b></p> <p>Winnie the Pooh</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>Beginning tax year 2016, Coast Guard payees will have the option to consent to receive ONLY an electronic copy of their year-end tax forms, including W-2, 1099r, and ACA forms 1095.</p> <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>We encourage you to consent to receiving the forms online. 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: <span style="border: 1px solid red; padding: 2px;">Consent received.</span></p> <p><input type="checkbox"/> Check here to indicate your consent to receive electronic W-2 and W-2c forms.</p> <p><span style="border: 1px dashed gray; padding: 2px;">Submit</span></p> <p><a href="#">Return to View</a></p> <p style="text-align: right;"><a href="#">View/Print W-2</a> <a href="#">View/Print ACA</a> <a href="#">Forms</a></p> </div>