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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select 7 More … under View in the Employee pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Select View/Print My Year End Forms.</td>
</tr>
</tbody>
</table>

Continued on next page
Year End Tax Form Consent (Opting-out of Paper Copies), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Tax Document Consent Form will display.</td>
</tr>
</tbody>
</table>

**Tax Document Consent Form**

Submit or withdraw your consent to receive ALL electronic tax forms, including W-2, W2PR, ACA 1095, 1099R, and all corrected versions of these forms.

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.

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.

If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.

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.

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.

Your Current Status: Consent Withdrawn

[ ] Check here to indicate your consent to receive electronic W-2 and W-2c forms.

[ ] Submit

[ ] View/Print W-2
[ ] View/Print ACA Forms

Return to View

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

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click the <strong>Check here to indicate your consent to receive electronic W-2 and W-2c forms box</strong>. By checking this box, the member will no longer receive paper copies of their tax forms.</td>
</tr>
</tbody>
</table>

**Click Submit.**

![Tax Document Consent Form](image)

**Your Current Status:** Consent Withdrawn

**Check here to indicate your consent to receive electronic W-2 and W-2c forms.**

[Submit]

[View/Print W-2 Forms]

[View/Print ACA Forms]

| 5 | 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.** |

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel.**

User ID: 1234567

Password: [Enter]

[Continue] [Cancel]

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<table>
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<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>The <strong>Your Current Status</strong> will update to reflect <strong>Consent received</strong>. The member will no longer receive paper copies of their W-2 or W-2c.</td>
</tr>
</tbody>
</table>

**Tax Document Consent Form**

Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2FR, ACA 1095, 1099R, and all corrected versions of these forms:

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.

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.

If your current status is "No Consent Received" or "Consent Withheld" you will receive these forms by mail.

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.

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.

<table>
<thead>
<tr>
<th>Your Current Status:</th>
<th>Consent received</th>
</tr>
</thead>
</table>

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

Return to View