

## View/Print My Year End Forms

### Overview

---

**Introduction** This guide provides the procedures for Retirees, Annuitants, or Former Spouses to view, print, and/or save Year End tax forms in Direct Access (DA).

---

**Before you Begin** Payslips, 1099R, and ACA forms will open in a new window. It is important to turn off the pop-up blocker in your web browser to view them. If you are using a MAC, you may need to download another browser such as Chrome or Internet Explorer. For more information on how to turn off the pop-up blocker, see the [Direct Access Compatible Browsers](#) user guide.

You will also need Adobe Acrobat reader installed. An Adobe Acrobat link is provided upon opening the 1099R and ACA forms pages.

---

**Information** Log into DA Self Service at [Direct Access Self Service](#).

---

### Contents

Topic	See Page
<a href="#">Tax Consent Form</a>	2
<a href="#">View/Print 1099R</a>	6
<a href="#">View/Print Affordable Care Act (ACA) Forms</a>	11


---

# Tax Consent Form

**Introduction** This section provides Retirees, Annuitants, and Former Spouses the procedures for consenting to receive electronic tax documents in Direct Access.

**Information** Log into DA Self Service at [Direct Access Self Service](#).


**Procedures** See below.

Step	Action														
<p><b>1</b></p>	<p>Select <b>View/Print My Year End Forms</b> or <b>View/Print ACA Forms</b> (both will take you to the Tax Documents page).</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p> <div data-bbox="316 902 1034 1892" style="border: 1px solid black; padding: 5px;"> <p>My Page <span style="border: 1px solid red; padding: 2px;">Self Service</span> Requests </p> <p>Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.</p> <ul style="list-style-type: none"> <li>• If you encounter problems, contact PPC at 1-866-772-8724.</li> <li>• <b>2018 1099R/1095 forms:</b> Click the "View/Print My Year End Forms" link to access them. <a href="#">Here are instructions for updating your "electronic consent status"</a> .</li> </ul> <p>Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> <p><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</p> </td> <td style="width: 50%; padding: 2px;"> <p><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</p> </td> <td style="padding: 2px;"> <p><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</p> </td> <td style="padding: 2px;"> <p><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</p> </td> <td style="padding: 2px;"> <p><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p> </td> <td style="padding: 2px;"> <p><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</p> </td> <td style="padding: 2px;"> <p><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</p> </td> </tr> <tr> <td style="padding: 2px;"> <p><b>View/Print ACA Forms</b> View/Print ACA Forms</p> </td> <td></td> </tr> </table> </div>	<p><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</p>	<p><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p>	<p><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</p>	<p><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p>	<p><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</p>	<p><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</p>	<p><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</p>	<p><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</p>	<p><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p>	<p><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</p>	<p><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</p>	<p><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</p>	<p><b>View/Print ACA Forms</b> View/Print ACA Forms</p>	
<p><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</p>	<p><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p>														
<p><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</p>	<p><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p>														
<p><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</p>	<p><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</p>														
<p><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</p>	<p><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</p>														
<p><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p>	<p><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</p>														
<p><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</p>	<p><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</p>														
<p><b>View/Print ACA Forms</b> View/Print ACA Forms</p>															

*Continued on next page*

# Tax Consent Form, Continued

Procedures,  
continued

Step	Action
2	<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>Malcolm Reynolds</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>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 style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p><a href="#">Return to Personal Phone Transaction</a> <a href="#">Return to CG Retired Pay Self Service</a></p> </div>

*Continued on next page*

# Tax Consent Form, Continued

Procedures,  
continued

Step	Action
3	<p>If <b>Your Current Status</b> indicates <b>No Consent Received</b> or <b>Consent Withdrawn</b> and you wish to receive these forms electronically, click “<b>Check here to indicate your consent to receive electronic W-2 and W-2c forms</b>”. Click <b>Submit</b>.</p> <p><b>Or</b></p> <p>If <b>Your Current Status</b> indicates <b>Consent Received</b> and you wish to receive paper copies of these forms, click “<b>Check here to withdraw your consent to receive electronic W-2 and W-2c forms</b>”. Click <b>Submit</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Tax Document Consent Form</b></p> <p>Malcolm Reynolds</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> <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 style="border: 1px solid red; padding: 2px;">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> <p>Your Current Status:            Consent received.</p> <p style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">Submit</p> <p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> <p><a href="#">Return to Personal Phone Transaction</a> <a href="#">Return to CG Retired Pay Self Service</a></p> </div>

*Continued on next page*

# Tax Consent Form, Continued

Procedures,  
continued

Step	Action
4	<p>If you elected to change your consent status, the Verify Identity message will display. Enter your Direct Access <b>Password</b> and click <b>Continue</b>.</p> <div data-bbox="320 562 1398 920" style="border: 1px solid blue; padding: 10px;"> <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 <b>Cancel</b>.</p> <p>User ID: 9100000</p> <p>Password: <input style="border: 1px solid red;" type="password"/></p> <p><input style="border: 1px solid red;" type="button" value="Continue"/> <input type="button" value="Cancel"/></p> </div>
5	<p><b>Your Current Status</b> will update based on the selection made in Step 3. Click <b>Return to CG Retired Pay Self Service</b> to return to the home page.</p> <div data-bbox="320 1016 1398 1861" style="border: 1px solid blue; padding: 10px;"> <p><b>Tax Document Consent Form</b></p> <p>Malcolm Reynolds</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 data-bbox="331 1173 1318 1565" 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><input style="border: 1px solid red;" type="checkbox"/> Your Current Status: Consent Withdrawn</p> <p><input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p><input style="border: 1px dashed gray;" type="button" value="Submit"/></p> <p><a href="#">Return to Personal Phone Transaction</a></p> <p><input style="border: 1px solid red;" type="button" value="Return to CG Retired Pay Self Service"/></p> <p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> </div>

## View/Print 1099R

**Introduction** This section provides Retirees, Annuitants, and Former Spouses with the procedures to view, print, and/or save a 1099R in Direct Access.

**Information** Log into DA Self Service at [Direct Access Self Service](#).


**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>There are two ways to access the 1099R forms. 1) Select <b>View/Print My Year End Forms</b> or 2) Select <b>View My 1099R</b>.</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p>  <p>The screenshot shows the 'Self Service' tab selected in the navigation bar. Below the navigation bar, there is a welcome message and a list of services. Two items are highlighted with red boxes: 'View/Print My Year End Forms' and 'View My 1099R'.</p>

*Continued on next page*

**View/Print 1099R**, Continued

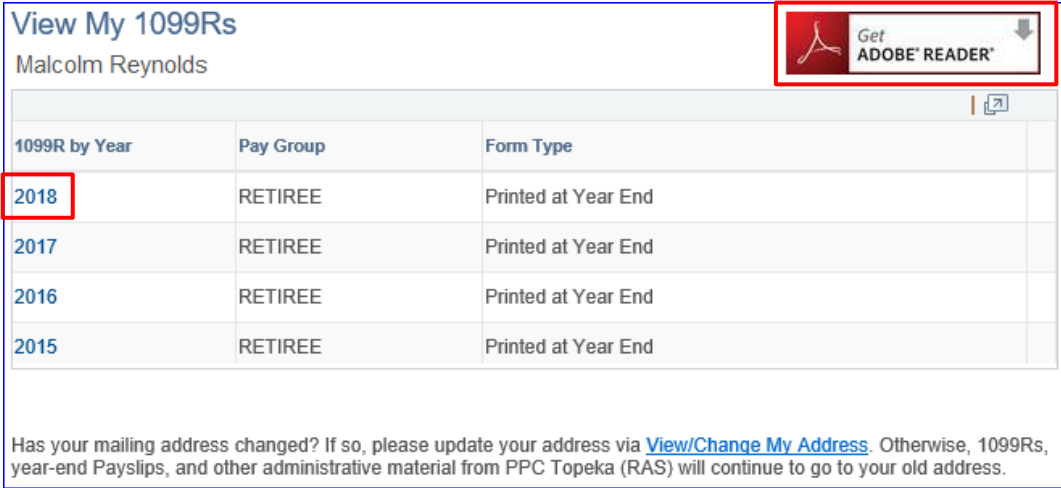
Procedures,  
continued

Step	Action
2	<p>The Tax Document Consent Form will display. To access the 1099R forms, click <b>View/Print 1099R</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Tax Document Consent Form</b></p> <p>Malcolm Reynolds</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 Withdrawn</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> <p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> <p><a href="#">Return to Personal Phone Transaction</a></p> <p><a href="#">Return to CG Retired Pay Self Service</a></p> </div>

*Continued on next page*

## View/Print 1099R, Continued

Procedures,  
continued


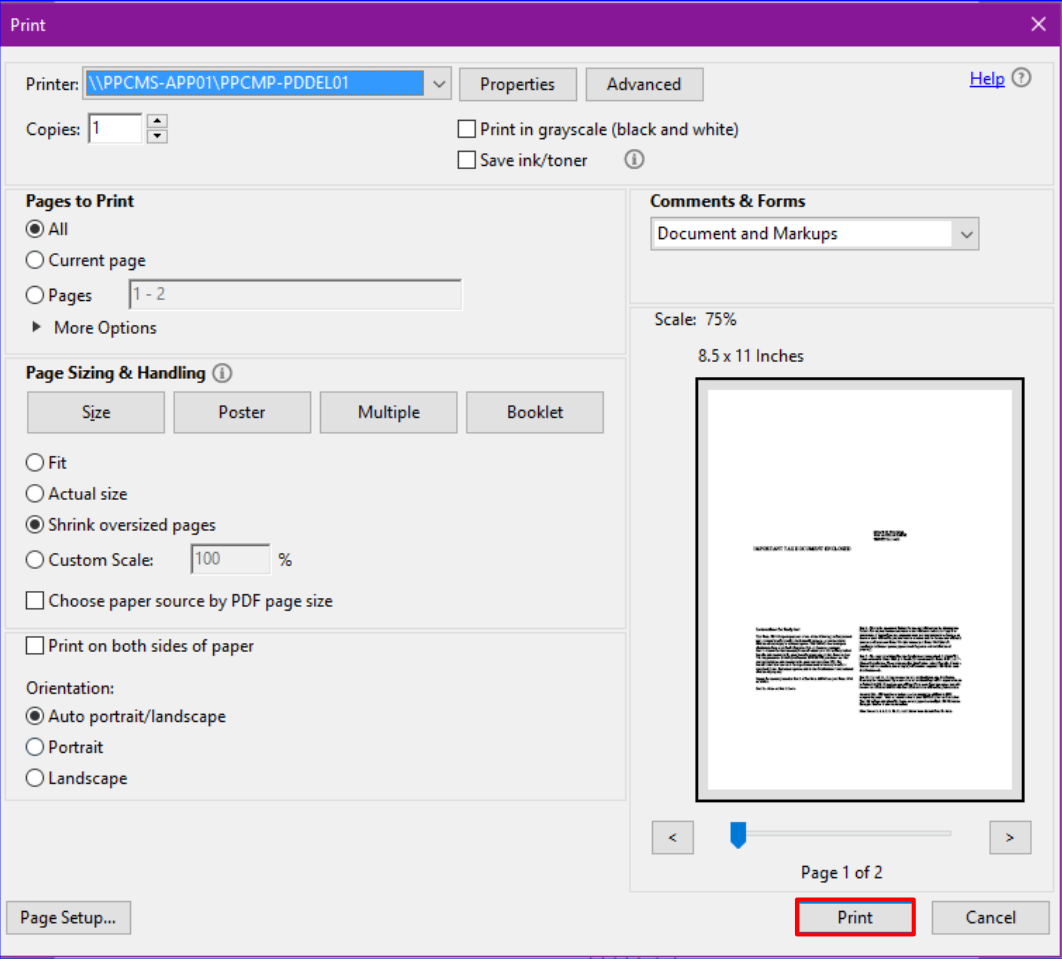
Step	Action															
<p><b>3</b></p>	<p>A list of the available 1099Rs will display. Click on the <b>year</b> for the 1099R you wish to view/print.</p> <p><b>Note:</b> You will need Adobe Reader to view the 1099R. If you do not currently have Adobe Reader, you will need to download it by clicking on the <b>Get Adobe Reader</b> link and follow the instructions provided by Adobe.</p> <p><b>Remember:</b> You will need to <a href="#">turn off pop-up blockers</a> in your web browser to view the 1099R.</p> <div data-bbox="316 817 1380 1303" style="border: 1px solid black; padding: 5px;"> <p><b>View My 1099Rs</b> Malcolm Reynolds</p>  <table border="1" data-bbox="323 907 1369 1182"> <thead> <tr> <th>1099R by Year</th> <th>Pay Group</th> <th>Form Type</th> </tr> </thead> <tbody> <tr> <td><b>2018</b></td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2017</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2016</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2015</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> </tbody> </table> <p>Has your mailing address changed? If so, please update your address via <a href="#">View/Change My Address</a>. Otherwise, 1099Rs, year-end Payslips, and other administrative material from PPC Topeka (RAS) will continue to go to your old address.</p> </div>	1099R by Year	Pay Group	Form Type	<b>2018</b>	RETIREE	Printed at Year End	2017	RETIREE	Printed at Year End	2016	RETIREE	Printed at Year End	2015	RETIREE	Printed at Year End
1099R by Year	Pay Group	Form Type														
<b>2018</b>	RETIREE	Printed at Year End														
2017	RETIREE	Printed at Year End														
2016	RETIREE	Printed at Year End														
2015	RETIREE	Printed at Year End														
<p><b>4</b></p>	<p>The selected 1099R will open in a new tab.</p> <div data-bbox="316 1377 1380 1859" style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">MALCOLM REYNOLDS 1234 Skyline Drive Metropolis, NY 13131</p> <p style="text-align: center;"><b>IMPORTANT TAX DOCUMENT ENCLOSED</b></p> <p><b>Instructions for Recipient</b></p> <p>This Form 1099-R reports payment of one of the following: military retired pay; survivor benefit annuity; death benefit payment; or court-ordered division of retired pay to a former spouse. This 1099-R does not report distribution from a profit-sharing plan, IRA, or insurance contract.</p> <p>Box 1 - Shows the total amount you received this year. For military retired</p> <p>Box 4 - This is the amount of Federal income tax withheld on the distribution. Include this on your income tax return as tax withheld, and attach Copy B to your return. If you will receive payments next year and you want to increase or decrease your withholding or you want to elect not to have income tax withheld, you must submit a new Form W-4 (for retirees), or Form W-4P (for all annuitants and former spouse payees receiving court-ordered division of property).</p> </div>															

Continued on next page



## View/Print 1099R, Continued

Procedures,  
continued



Step	Action
5	<p>The 1099R may be printed and/or saved to your personal files.</p> <p>To print: Click the <b>printer</b> icon located on the document's tool bar.</p> 
6	<p>The printer dialog will open. Ensure the printer name is correct and click <b>Print</b>.</p> 

*Continued on next page*

## View/Print 1099R, Continued

---

Procedures,  
continued

Step	Action
7	<p>To save the document to your computer, click the <b>disk</b> icon located on the document's tool bar.</p>  <p>The screenshot shows a dark grey toolbar with several icons. From left to right: a save icon (a floppy disk), a print icon, two circular arrows (refresh), a page indicator '1 / 2', two circular arrows (zoom in/out), and a PDF icon. The save icon is highlighted with a red rectangular box.</p>
8	<p>To exit out of the 1099R, you will need to close the tab. To view another 1099R, select another year from the list of available 1099Rs. To return to the Self Service menu, click the <b>House</b> icon in the upper right corner of the page.</p>  <p>The screenshot shows the header of the United States Coast Guard website. On the left is the logo and text 'United States Coast Guard U.S. Department of Homeland Security'. On the right is a dark blue navigation bar containing a home icon (a house), a flag icon, a vertical ellipsis (three dots), and a refresh icon. The home icon is highlighted with a red rectangular box.</p>

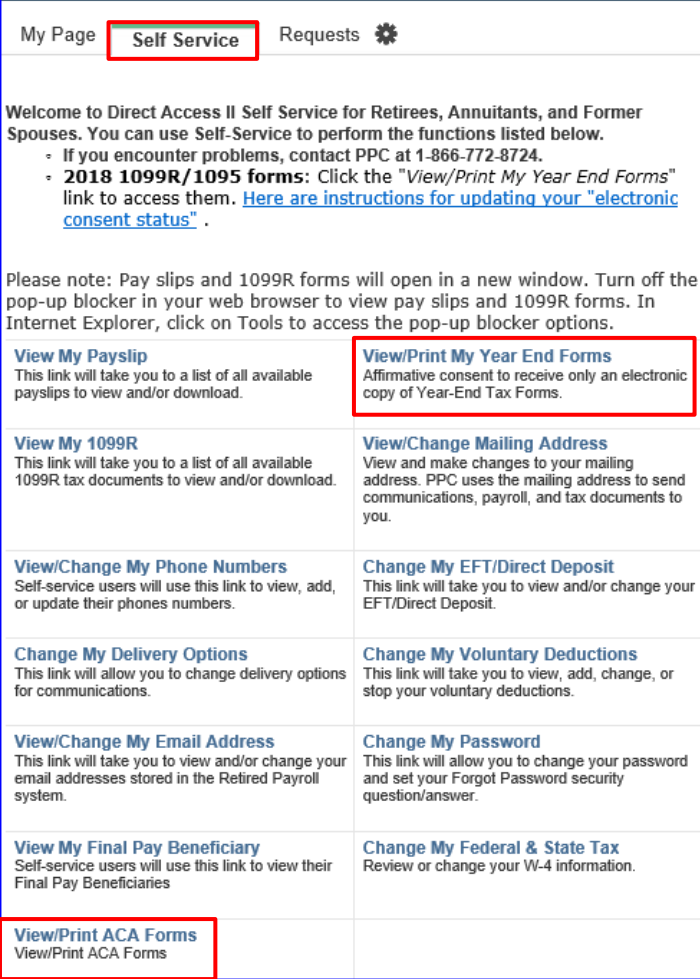
---

## View/Print Affordable Care Act (ACA) Forms

**Introduction** This section provides Retirees, Annuitants, and Former Spouses with the procedures to view, print, and/or save Affordable Care Act (ACA) forms in Direct Access.

**Information** Log into DA Self Service at [Direct Access Self Service](#).


**Procedures** See below.

Step	Action														
1	<p>There are two ways to access the Affordable Care Act (ACA) forms. 1) Select <b>View/Print My Year End Forms</b> or 2) Select <b>View/Print My ACA Forms</b>.</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p>  <p>The screenshot shows the following interface elements:</p> <ul style="list-style-type: none"> <li>Navigation bar: My Page, <b>Self Service</b> (highlighted), Requests, Settings icon.</li> <li>Welcome message: Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.             <ul style="list-style-type: none"> <li>If you encounter problems, contact PPC at 1-866-772-8724.</li> <li><b>2018 1099R/1095 forms:</b> Click the "View/Print My Year End Forms" link to access them. <a href="#">Here are instructions for updating your "electronic consent status"</a>.</li> </ul> </li> <li>Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.</li> <li>Grid of service links:             <table border="1" data-bbox="327 1243 1029 1881"> <tr> <td><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</td> <td><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms. (highlighted)</td> </tr> <tr> <td><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</td> <td><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</td> </tr> <tr> <td><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</td> <td><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</td> </tr> <tr> <td><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</td> <td><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</td> </tr> <tr> <td><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td> <td><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</td> </tr> <tr> <td><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</td> <td><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</td> </tr> <tr> <td><b>View/Print ACA Forms</b> View/Print ACA Forms (highlighted)</td> <td></td> </tr> </table> </li> </ul>	<b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.	<b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms. (highlighted)	<b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.	<b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.	<b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.	<b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.	<b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.	<b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.	<b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	<b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.	<b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries	<b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.	<b>View/Print ACA Forms</b> View/Print ACA Forms (highlighted)	
<b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.	<b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms. (highlighted)														
<b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.	<b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.														
<b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.	<b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.														
<b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.	<b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.														
<b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	<b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.														
<b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries	<b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.														
<b>View/Print ACA Forms</b> View/Print ACA Forms (highlighted)															

*Continued on next page*

## View/Print Affordable Care Act (ACA) Forms, Continued

Procedures,  
continued

Step	Action
2	<p>The Tax Document Consent Form will display. To access the ACA forms, click <b>View/Print ACA Forms</b>.</p> <div style="border: 1px solid blue; padding: 10px;"> <p><b>Tax Document Consent Form</b></p> <p>Malcolm Reynolds</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 Withdrawn</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> <p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> <p><a href="#">Return to Personal Phone Transaction</a></p> <p><a href="#">Return to CG Retired Pay Self Service</a></p> </div>

*Continued on next page*

## View/Print Affordable Care Act (ACA) Forms, Continued


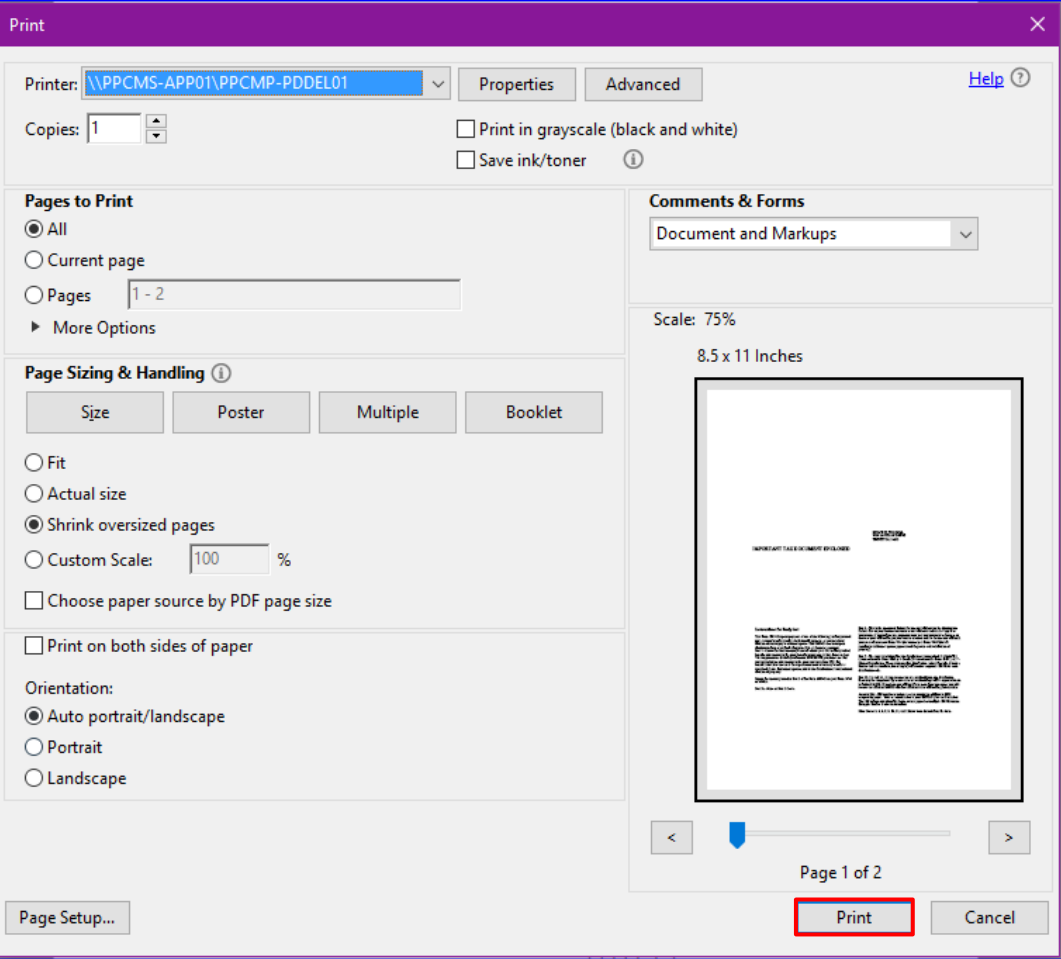
Procedures,  
continued

Step	Action																									
3	<p>A list of available ACA forms will display from oldest to newest. Locate the year of the form you want to open, click <b>1095-B</b> for that year.</p> <p><b>Note:</b> You will need Adobe Reader to view the 1095-B. If you do not currently have Adobe Reader, you will need to download it by clicking on the <b>Get Adobe Reader</b> link and follow the instructions provided by Adobe.</p> <p><b>Remember:</b> You will need to <a href="#">turn off pop-up blockers</a> in your web browser to view the 1095-B.</p> <div data-bbox="320 819 1385 1339" style="border: 1px solid blue; padding: 5px;"> <p><b>View My Affordable Care Act Forms</b> Malcolm Reynolds</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 15%;">Empl ID</th> <th style="width: 10%;">Year</th> <th style="width: 30%;">Original/Voided/Corrected?</th> <th style="width: 40%;">View Affordable Care Act Forms</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9100000</td> <td>2015</td> <td>Original</td> <td style="text-align: center;"><span style="border: 1px dashed black; padding: 2px;">1095-B</span></td> </tr> <tr> <td>2</td> <td>9100000</td> <td>2016</td> <td>Original</td> <td style="text-align: center;"><span style="border: 1px solid orange; padding: 2px;">1095-B</span></td> </tr> <tr> <td>3</td> <td>9100000</td> <td>2017</td> <td>Original</td> <td style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">1095-B</span></td> </tr> <tr> <td>4</td> <td>9100000</td> <td>2018</td> <td>Original</td> <td style="text-align: center;"><span style="border: 1px solid orange; padding: 2px;">1095-B</span></td> </tr> </tbody> </table> </div>	#	Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms	1	9100000	2015	Original	<span style="border: 1px dashed black; padding: 2px;">1095-B</span>	2	9100000	2016	Original	<span style="border: 1px solid orange; padding: 2px;">1095-B</span>	3	9100000	2017	Original	<span style="border: 2px solid red; padding: 2px;">1095-B</span>	4	9100000	2018	Original	<span style="border: 1px solid orange; padding: 2px;">1095-B</span>
#	Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms																						
1	9100000	2015	Original	<span style="border: 1px dashed black; padding: 2px;">1095-B</span>																						
2	9100000	2016	Original	<span style="border: 1px solid orange; padding: 2px;">1095-B</span>																						
3	9100000	2017	Original	<span style="border: 2px solid red; padding: 2px;">1095-B</span>																						
4	9100000	2018	Original	<span style="border: 1px solid orange; padding: 2px;">1095-B</span>																						
4	<p>The 1095-B will open in a new tab.</p> <div data-bbox="320 1413 1385 1883" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"><b>(RAS) IMPORTANT TAX DOCUMENT 2017</b></p> <p style="text-align: center;">MALCOLM REYNOLDS 1234 Skyline Drive Metropolis, NY 13131</p> <p><b>Instructions for Recipient</b></p> <p>This Form 1095-B provides information needed to report on your income tax return that you, your spouse, and individuals you claim as dependents had qualifying health coverage (referred to as "minimum essential coverage") for some or all months during the year. Individuals who do not have minimum essential coverage and do not qualify for an exemption may be liable for the individual shared responsibility payment.</p> <p>Minimum essential coverage includes: government-sponsored programs, eligible employer-sponsored plans, individual market plans, and miscellaneous coverage designated by the Department of Health and Human Services. For more information on the requirements to have minimum essential coverage and what is minimum essential coverage, see <a href="http://www.irs.gov/Affordable-Care-Act/Individuals-and-Families/Individual-Shared-Responsibility-Provision">www.irs.gov/Affordable-Care-Act/Individuals-and-Families/Individual-Shared-Responsibility-Provision</a>.</p> <p><b>TIP</b> Providers of minimum essential coverage are required to furnish only one Form 1095-B for all individuals</p> <p><b>Line 8.</b> This is the code for the type of coverage in which you or other covered individuals were enrolled. Only one letter will be entered on this line.</p> <ul style="list-style-type: none"> <li>A. Small Business Health Options Program (SHOP)</li> <li>B. Employer-sponsored coverage</li> <li>C. Government-sponsored program</li> <li>D. Individual market insurance</li> <li>E. Multiemployer plan</li> <li>F. Other designated minimum essential coverage</li> </ul> <p><b>TIP</b> If you or another family member received health insurance coverage through a Health Insurance Marketplace (also known as an Exchange) that coverage will be reported on a Form 1095-A rather than a Form 1095-B. If you or another family member received employer-sponsored coverage, that coverage may be reported on a Form 1095-C (Part III) rather than a Form 1095-B. For more information, see <a href="http://www.irs.gov/Affordable-Care-Act/Questions-and-answers/About-Health-Care-Information-Forms-for-Individuals">www.irs.gov/Affordable-Care-Act/Questions-and-answers/About-Health-Care-Information-Forms-for-Individuals</a>.</p> </div>																									

Continued on next page

## View/Print Affordable Care Act (ACA) Forms, Continued



Procedures,  
continued

Step	Action
5	<p>The 1095-B may be printed and/or saved to your personal files.</p> <p>To print: Click the <b>printer</b> icon located on the document's tool bar.</p> 
6	<p>The printer dialog will open. Ensure the printer name is correct and click <b>Print</b>.</p> 

*Continued on next page*

## View/Print Affordable Care Act (ACA) Forms, Continued

Procedures,  
continued

Step	Action
7	<p>To save the document to your computer, click the <b>disk</b> icon located on the document's tool bar.</p>  <p>The screenshot shows a dark toolbar with several icons. From left to right: a save icon (a floppy disk) which is highlighted with a red rectangular box; a print icon; two circular arrows (refresh); a page indicator '1 / 2'; two circular arrows (zoom in/out); and a PDF icon.</p>
8	<p>To exit out of the 1095-B, you will need to close the tab. To view another 1095-B, select another year from the list of available 1095-Bs. To return to the Self Service menu, click the <b>House</b> icon in the upper right corner of the page.</p>  <p>The screenshot shows a website header. On the left is the United States Coast Guard logo with the text 'United States Coast Guard' and 'U.S. Department of Homeland Security'. On the right is a dark blue navigation bar containing a house icon (highlighted with a red box), a flag icon, a vertical ellipsis menu icon, and a refresh icon.</p>