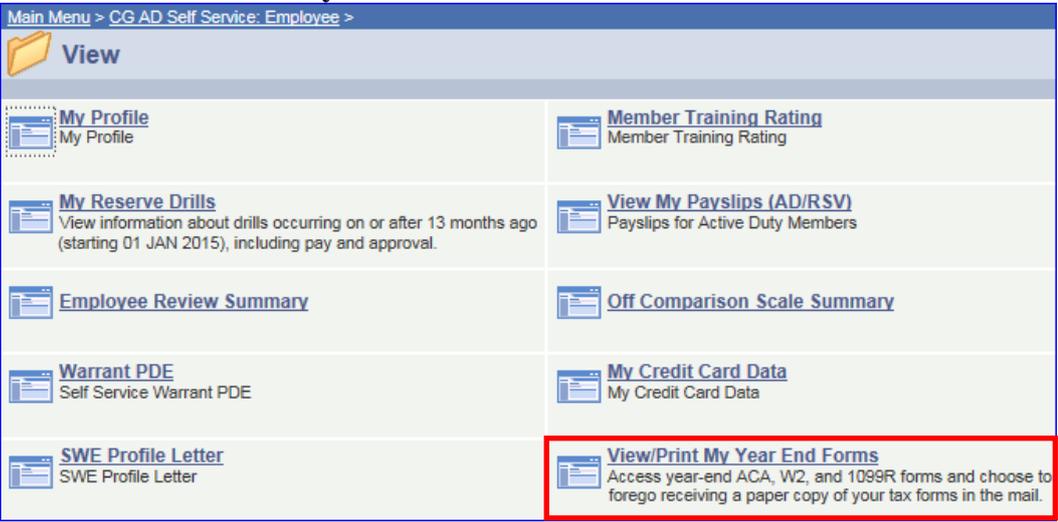# Self Service – Viewing/Printing My Year End Forms

Introduction   This guide provides the procedures for viewing/printing year end forms in Direct Access.

Procedures   See below.

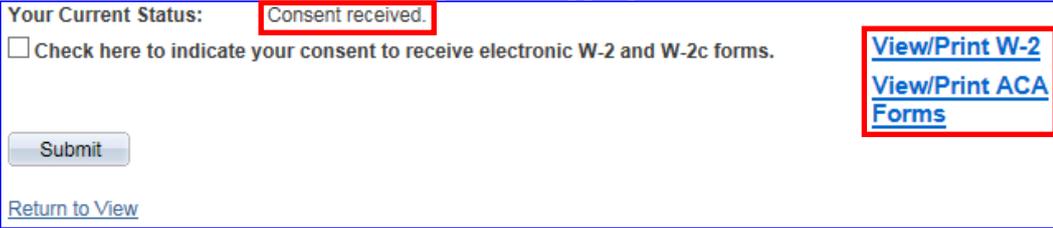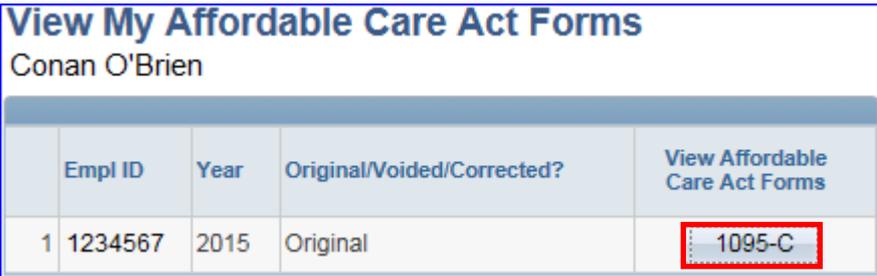| Step	Action
1	Select the **5 More…** link from the View column of the Employee pagelet.
2	Select the **View/Print My Year End Forms** link.

Procedures,
continued

Step	Action
3	The Tax Document Consent Form page will display. This page offers members the opportunity to consent to accessing 2016 tax forms online. If the members consent to accessing them online, they will not be mailed next year. This will reduce printing and mailing costs and help keep personal information safe. Check the box and click **Submit** to consent. **Tax Document Consent Form** Conan O'Brien Submit or withdraw your consent to receive ALL electronic tax forms, including w2, 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 2016 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 If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.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:** No consent received. ☐ Check here to indicate your consent to receive electronic W-2 and W-2c forms. View/Print W-2 View/Print ACA Forms Submit Return to View
4	Enter the **Password** to verify identity. Then click **Continue**. **Verify Identity** To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**. User ID: 1234567 Password: •••••••• Continue Cancel

Procedures,
continued

Step	Action
5	The updated Consent Status will display. Click the **View/Print W2** or **View/Print ACA Forms** to view/print the appropriate tax forms. Your Current Status: Consent received. ☐ Check here to indicate your consent to receive electronic W-2 and W-2c forms. **View/Print W-2** **View/Print ACA Forms** Submit Return to View
6	Depending on the link selected, the list of available W2s or ACA forms will display. Click on the appropriate button. **W2:** View My W-2/W-2c Conan O'Brien Review your available W-2 and W-2c forms below 		Empl ID	Calendar Year	W-2 Form Type	View Tax Form
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1	1234567	2015	W-2	2015 | **ACA:** View My Affordable Care Act Forms Conan O'Brien |	Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms
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1	1234567	2015	Original	1095-C	
7	The forms will open in a new window where they will be available for printing/saving.