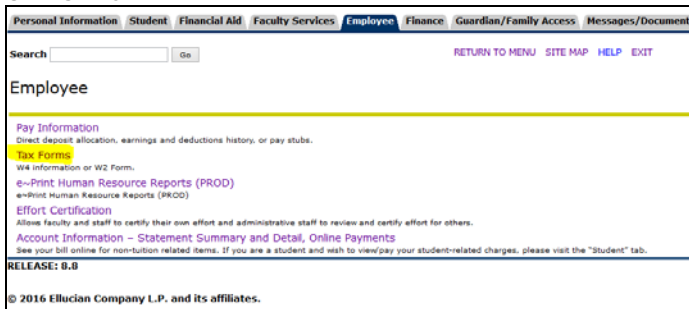


**Electronic W-2 & 1095-C Forms:**

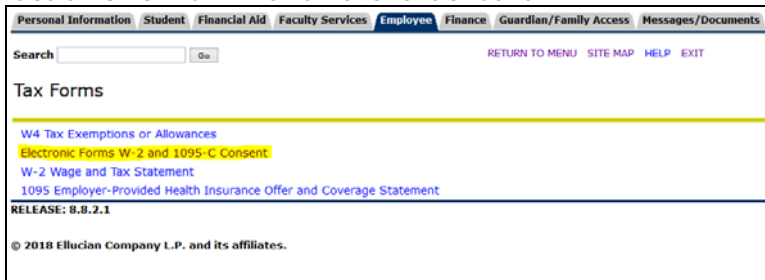
To receive your W-2 or 1095-C form electronically via your myBanner account please follow the steps below to enroll:

1. Log into your myBanner account.
2. Click on the **Employee Tab**
3. Select **Tax Forms**



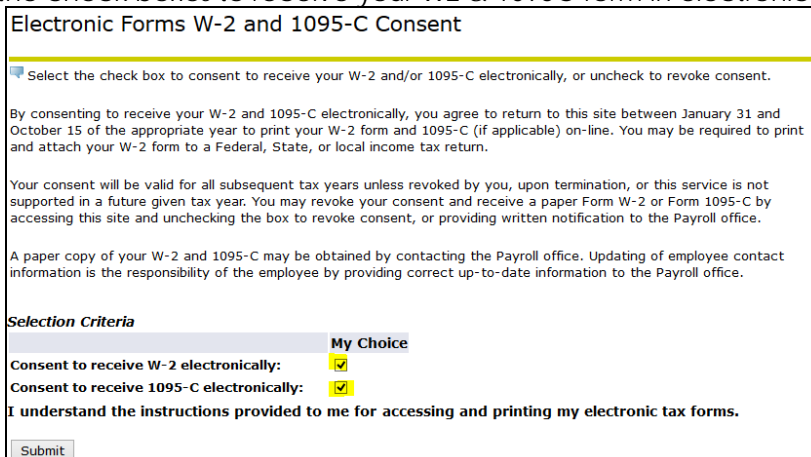
The screenshot shows the myBanner interface with the 'Employee' tab selected. Under the 'Employee' heading, the 'Tax Forms' link is highlighted in yellow. Other visible links include 'Pay Information', 'Effort Certification', and 'Account Information - Statement Summary and Detail, Online Payments'. The footer indicates '© 2016 Ellucian Company L.P. and its affiliates.'

4. Go to **Electronic Forms W-2 and 1095-C Consent**



The screenshot shows the myBanner interface with the 'Tax Forms' link highlighted in yellow. Other visible links include 'W4 Tax Exemptions or Allowances', 'W-2 Wage and Tax Statement', and '1095 Employer-Provided Health Insurance Offer and Coverage Statement'. The footer indicates '© 2018 Ellucian Company L.P. and its affiliates.'

5. Select the check boxes to receive your W2 & 1095C form in electronic form – then click on Submit.



The screenshot shows the 'Electronic Forms W-2 and 1095-C Consent' form. It includes instructions on how to consent to receiving forms electronically. At the bottom, there is a 'Selection Criteria' table with two rows, both checked:

Selection Criteria	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

Below the table, there is a statement: 'I understand the instructions provided to me for accessing and printing my electronic tax forms.' and a 'Submit' button.

*\*For instructions on how to print your W2 and 1095C when it becomes available please see the instructions on the next page.*



**To Access your electronic W-2 & 1095-C (in late January, early February):**

**Please follow the steps below to access your W-2:**

- Sign into MyBanner (follow procedure above)
- Select the **Employee Tab**
- Select **Tax Forms**
- Select **W-2 Wage and Tax Statement**
- Use drop down menu to get the correct year.

**W-2 Wage and Tax Statement**

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You may adjust the display size by selecting View in the menu at the top of your browser.

**Tax Year:**

**Employer or Institution:**

- Click Display
- Scroll down to the bottom and click Printable W-2.
- Enter your PIN
- A new screen will appear with your printable W-2.
- Do a File, Print, and take it to your Accountant!

If you have any questions, please do not hesitate to contact the payroll department at 616-331-2237.

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**Please follow the steps below to access your 1095-C:**

- Sign into MyBanner (follow procedure above)
- Select the **Employee Tab**
- Select **Tax Forms**
- Select **1095 Employer-Provided Health Insurance Offer and Coverage Statement**
- Use drop down menu to get the correct year.

**1095-C Employer-Provided Health Insurance Offer and Coverage Statement**

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Select the Tax Year and Employer or Institution. Click on Display button.

**Tax Year:**

**Employer or Institution:**

- Click Display
- Scroll down to the bottom and click Printable 1095-C.
- Enter your PIN
- A new screen will appear with your printable 1095-C.
- Do a File, Print, and take it to your Accountant!

If you have any questions, please do not hesitate to contact the payroll department at 616-331-2237.