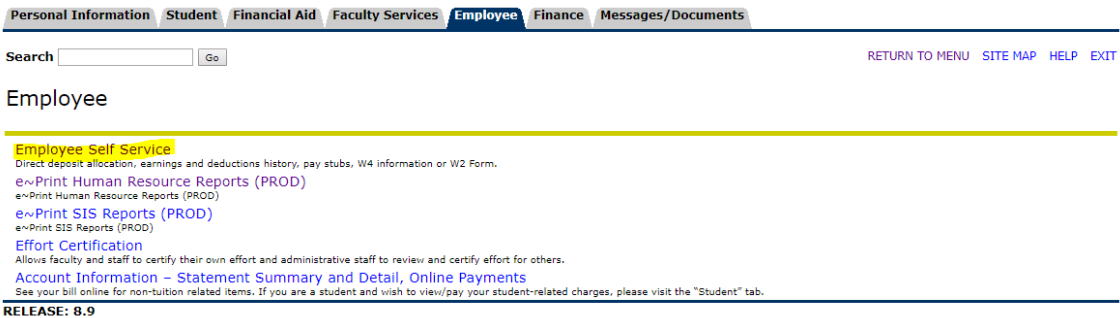




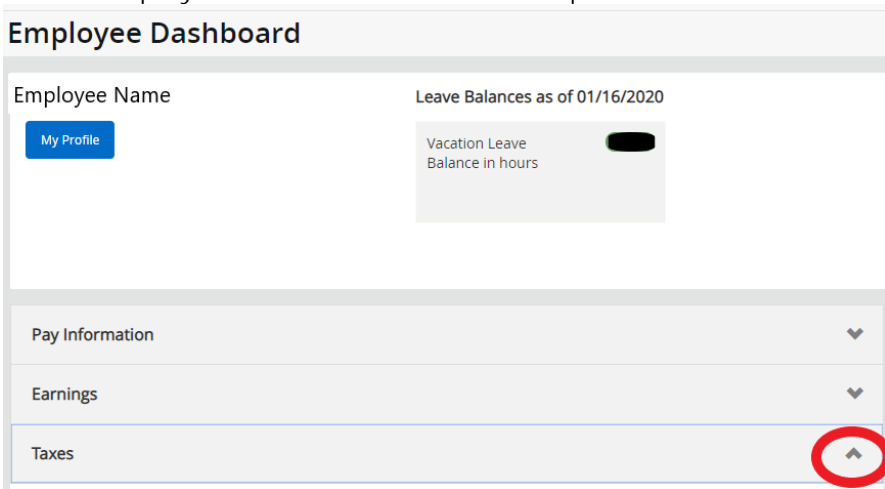
**Electronic W-2 & 1095-C Forms:**

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

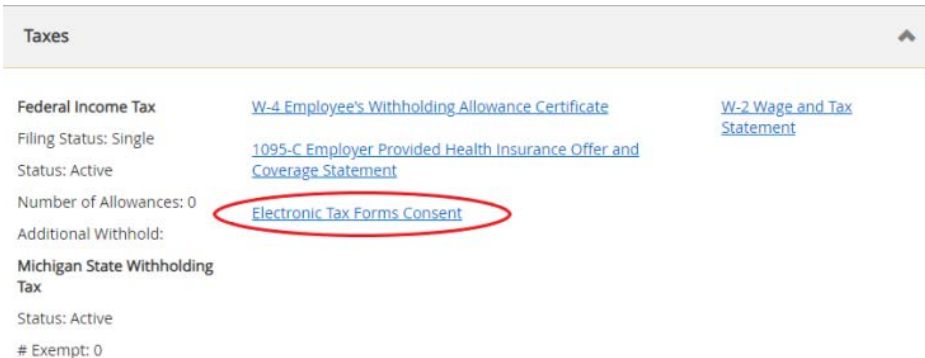
- 1. Log into your myBanner account.
- 2. Click on the **Employee Tab**
- 3. Select **Employee Self Service**



- 4. On the Employee Dashboard Select the drop down for **Taxes**



- 5. Select **Electronic Tax Forms Consent**





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

**Electronic Forms W-2 and 1095-C Consent**

Select the check box to consent to receive your W-2 and/or 1095-C electronically, or uncheck to revoke consent.

By consenting to receive your W-2 and 1095-C electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form and 1095-C (if applicable) on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 or Form 1095-C by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 and 1095-C may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Payroll office.

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

**I understand the instructions provided to me for accessing and printing my electronic tax forms.**

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*\*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 **Employee Self Service**
- Select the **Taxes** drop down menu
- Select **W-2 Wage and Tax Statement**
- Use drop down menu to get the correct year.

A screenshot of a web application interface. At the top, it says 'W-2 Wage and Tax Statement'. Below that is a yellow horizontal line. Underneath the line, it says 'You may adjust the display size by selecting View in the menu at the top of your browser.' There are two dropdown menus: 'Tax Year:' with '2016' selected, and 'Employer or Institution:' with 'Grand Valley State University' selected. At the bottom left of the form is a 'Display' button.

- 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 **Employee Self Service**
- Select **Taxes**
- Select **1095-C 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**

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

A screenshot of a web application interface. It shows two dropdown menus: 'Tax Year:' with '2016' selected, and 'Employer or Institution:' with 'Grand Valley State University' selected. At the bottom left is a 'Display' button.

- 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.