

Did you know you can receive your W2s and 1095Cs electronically through Self Service?  
**If you provided consent previously, there is no further action needed.**

By electronically consenting:

- You can view and print an IRS-approved W2 and 1095C form printed on 8 ½" x 11" paper and file your federal, state, and local tax returns,
- Once the W2s and 1095Cs are processed the electronic version is available to you at any time by logging into Self Service.
- Electronic versions are available earlier than hard copy W2s which will be postmarked by the deadline date of January 31, 2023.
- Electronic versions of the 1095Cs are available earlier than a hard copy which will be postmarked by the deadline date of March 2, 2023.
- You can view previous years W2s and 1095Cs.

For electronic consent:

- Log in to Self Service
- Click on the Tax Information line
- Select W-2 Information
- Click the box for consent, then click Save.
- Select 1095-C Information
- Click the box for consent, then click Save

You must consent for both separately.

The screenshot shows the 'KING'S COLLEGE' Self Service portal. The breadcrumb trail is 'Employment > Employee > Tax Information'. The main heading is 'Tax Information'. Underneath, there are two tabs: 'W-2 Information' and '1095-C Information'. The '1095-C Information' tab is active. The instruction reads: 'Select an option below to set your preferences for receiving your electronic 1095-C:'. There are three options: 1) 'Receive my 1095-C only in electronic format' with an unselected radio button. 2) 'I consent to view my 1095-C online' with an information icon and a selected radio button. 3) 'Withhold my consent' with an unselected radio button. Below these is a warning box with a yellow triangle icon: 'I do not give consent to view my 1095-C online'. At the bottom are 'Cancel' and 'Save' buttons.

If you have any questions, please feel free to contact any member of the HR team.