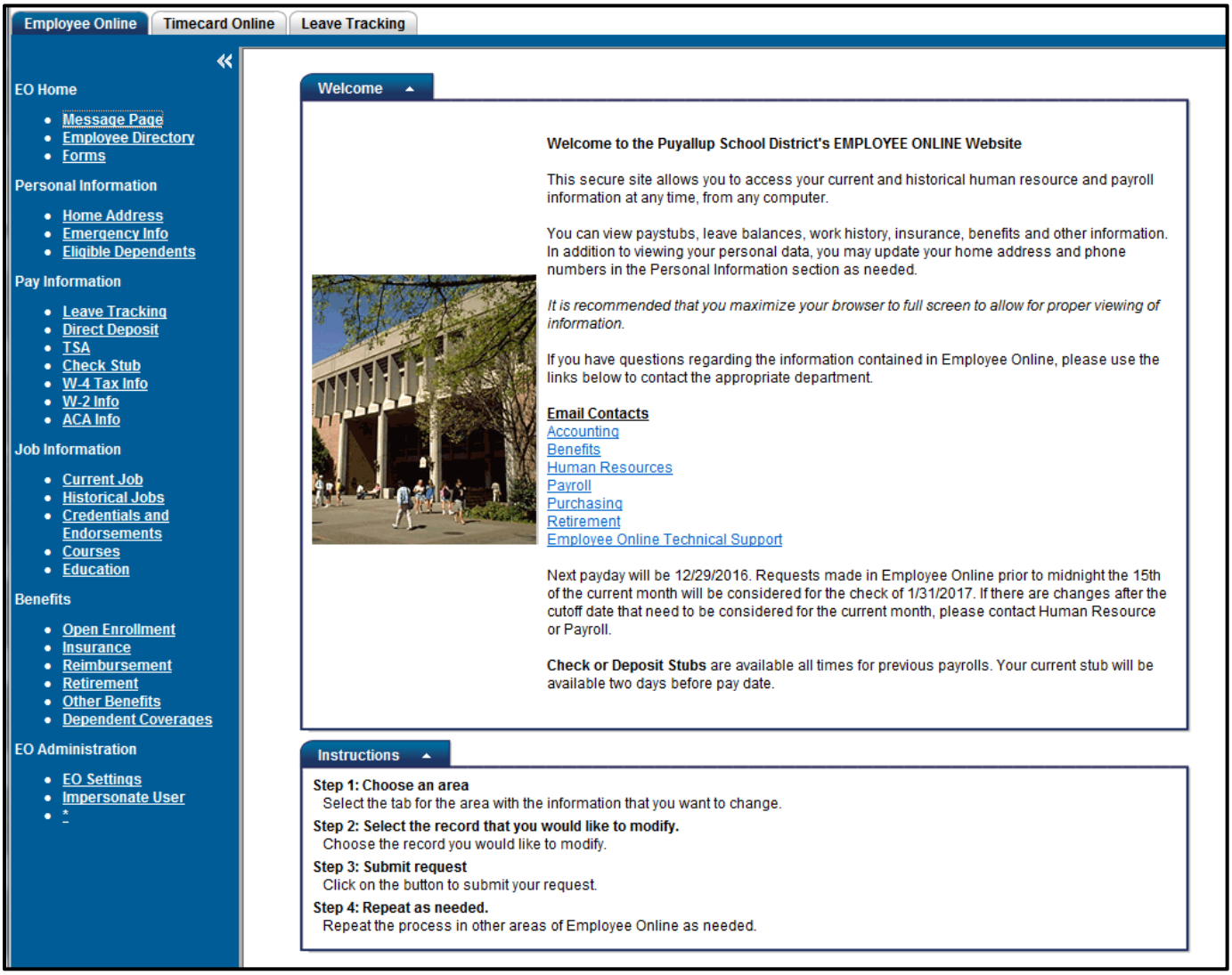
Puyallup School District

Employee Online W-2/ACA Opt Electronic Form User Guide

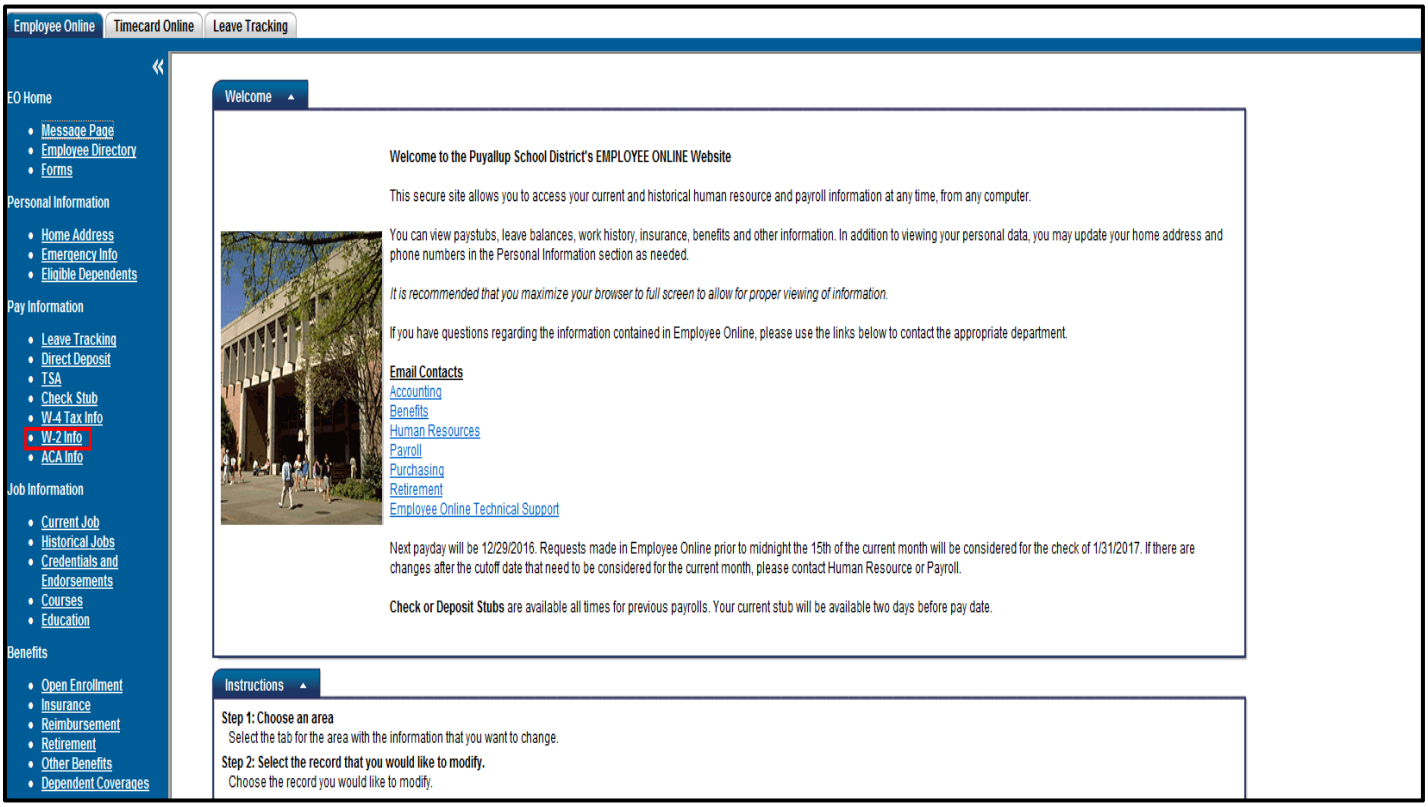
PUYALLUP SCHOOL DISTRICT

A Tradition of Excellence

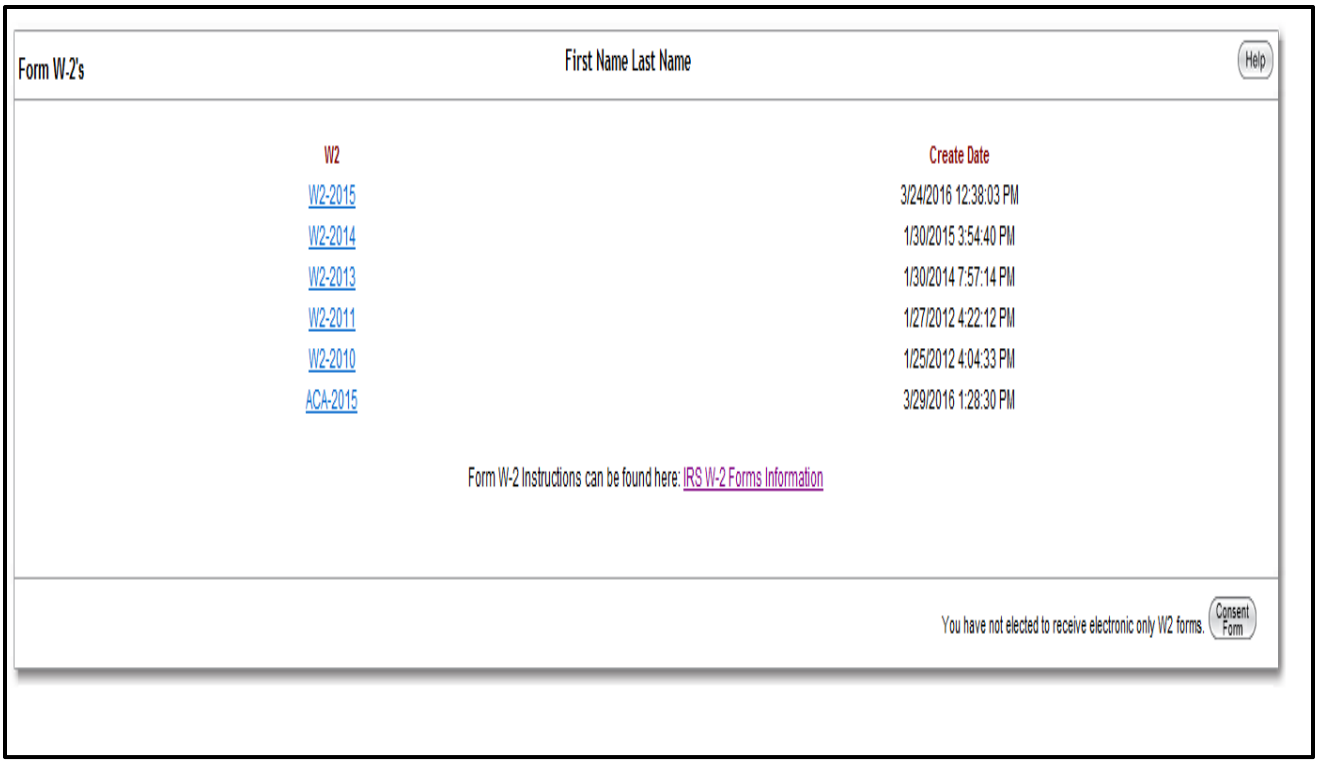
Employee Online-Message Page



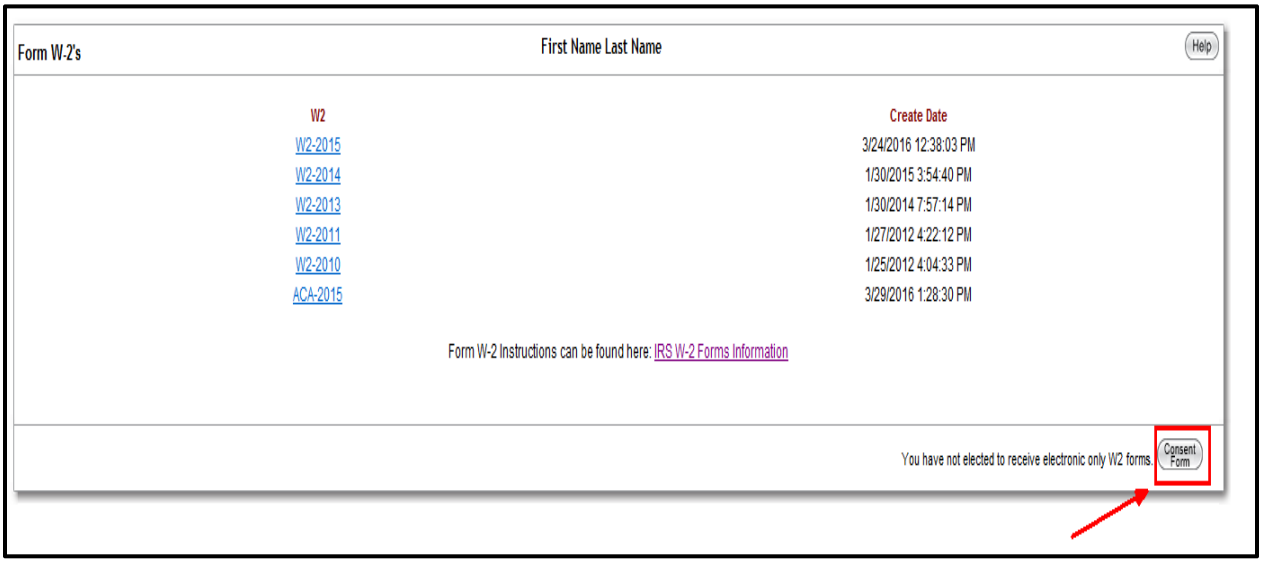
W-2 Tax Info



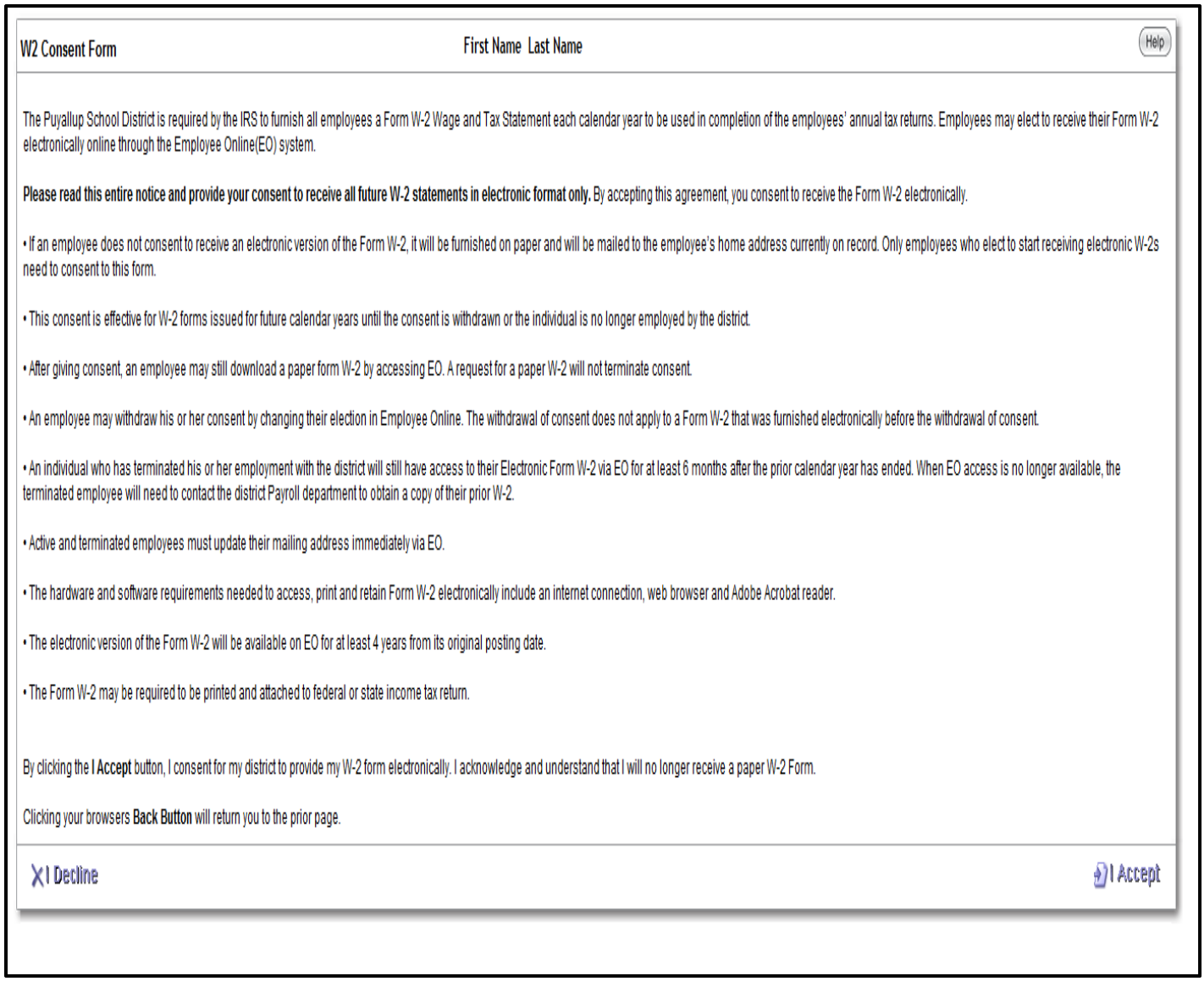
Click on W-2 Info tab



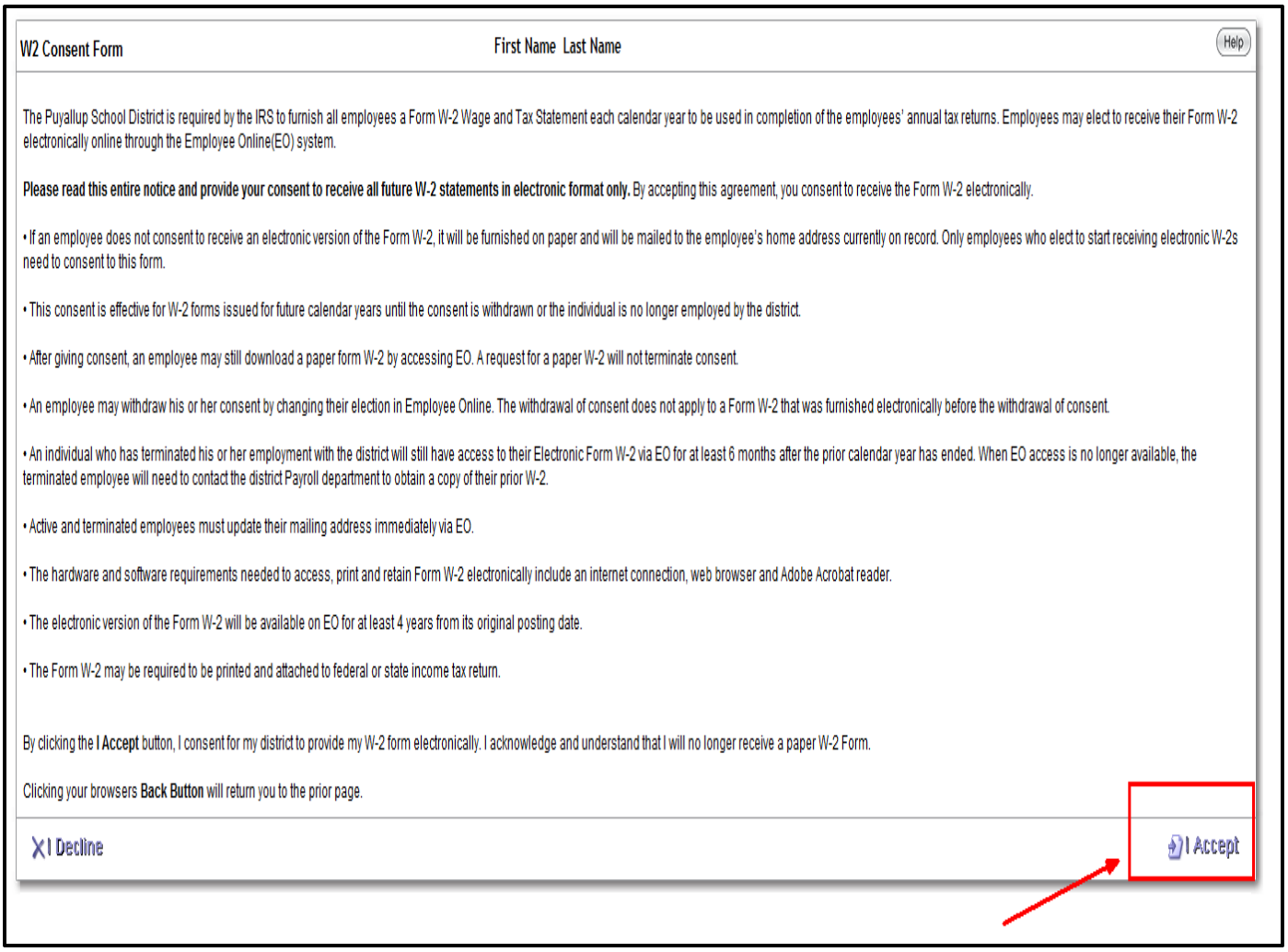
You will see your w-2 and ACA forms. You can also click on IRS W-2 Forms information if you need detail information for each box that is on your w-2's.



Click on the **Consent Form** Button

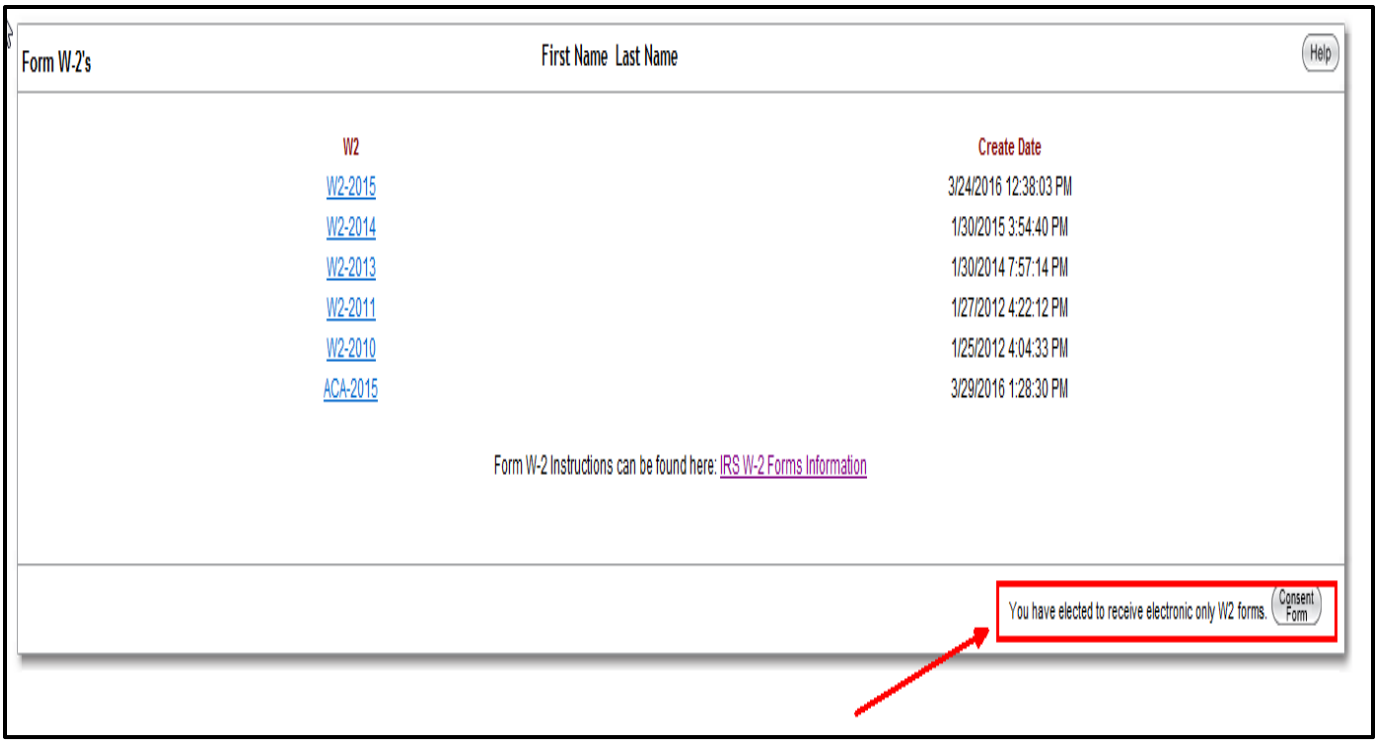


Read the statement before submitting.



Click on the **I Accept** Button to submit for W-2 electronic form or if you have decided not to elect electronic form then click on the **I Decline** Button.

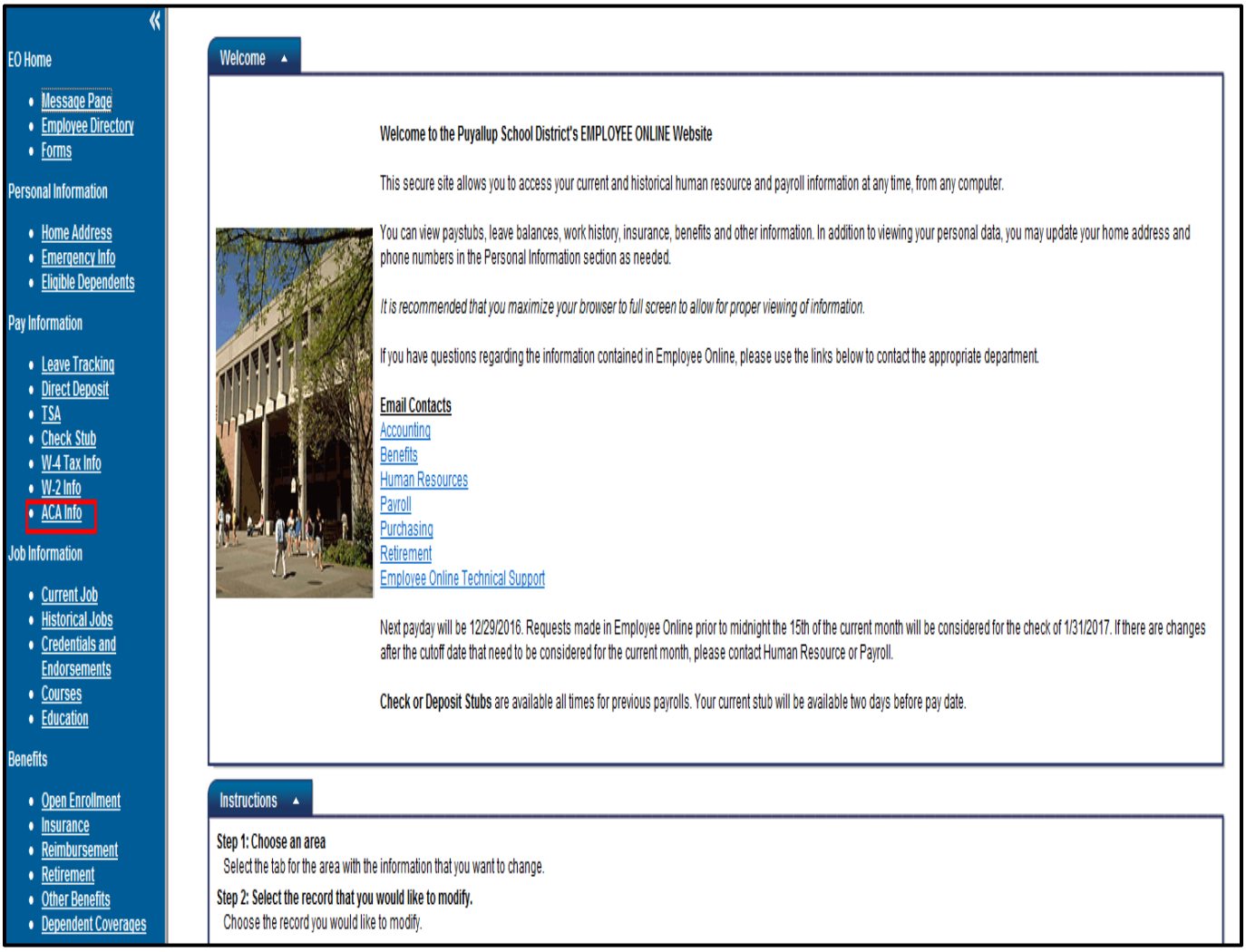
Note: You can change the status of your electronic form at any time except between January 15 to January 31. You form will be submitted to you based on the status that is in the system during that time.



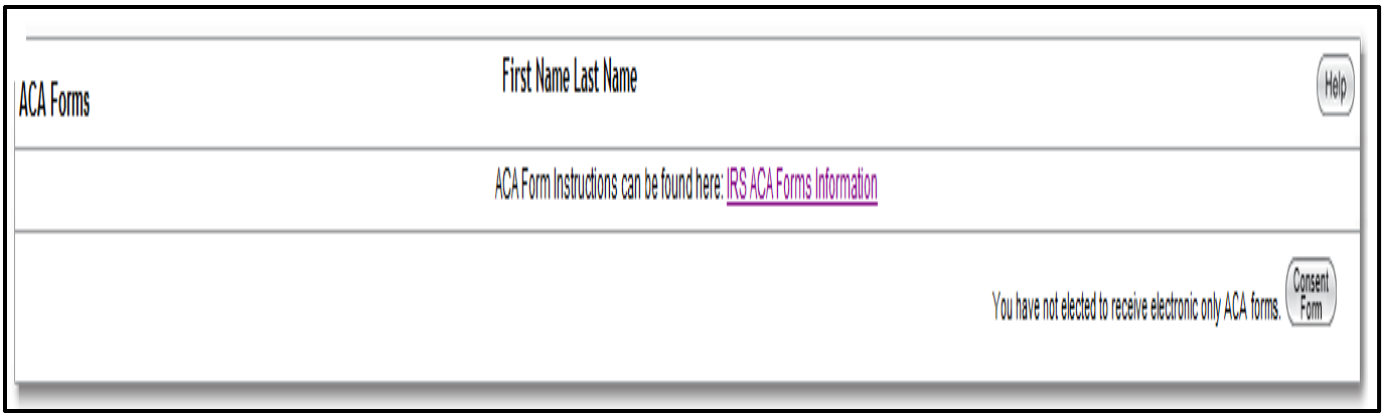
You then see the statement “You have elected to receive electronic only W2 Form”, next to the Consent Form button.

Note: If you need a copy at any time please contact the Payroll Office and we will issue you a copy w-2.

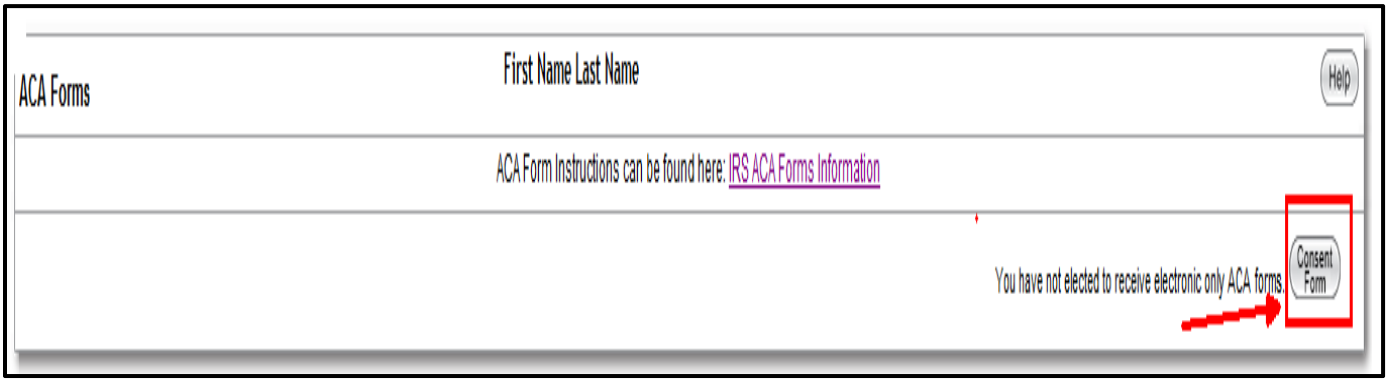
ACA Form



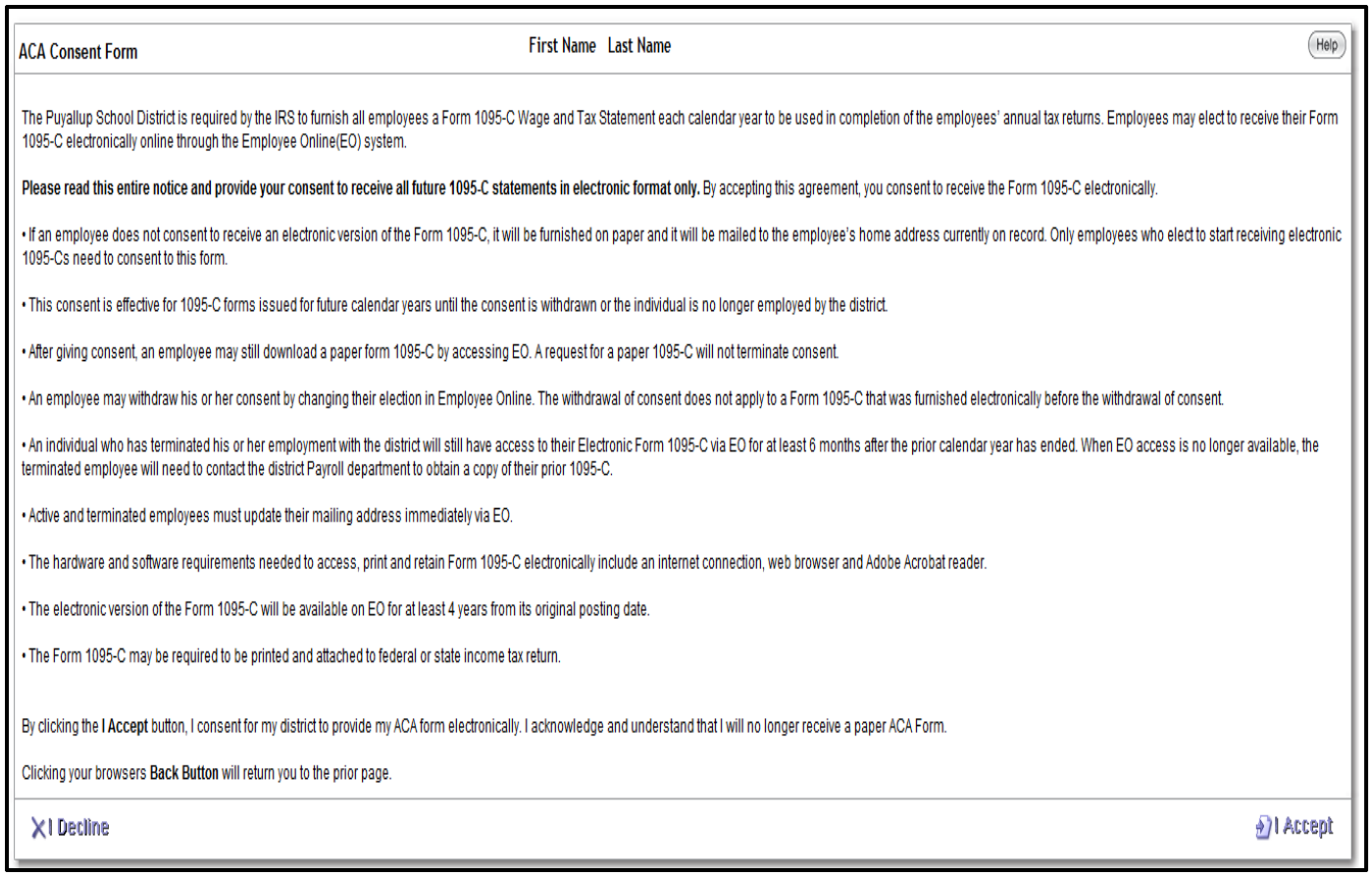
Click on ACA Info tab



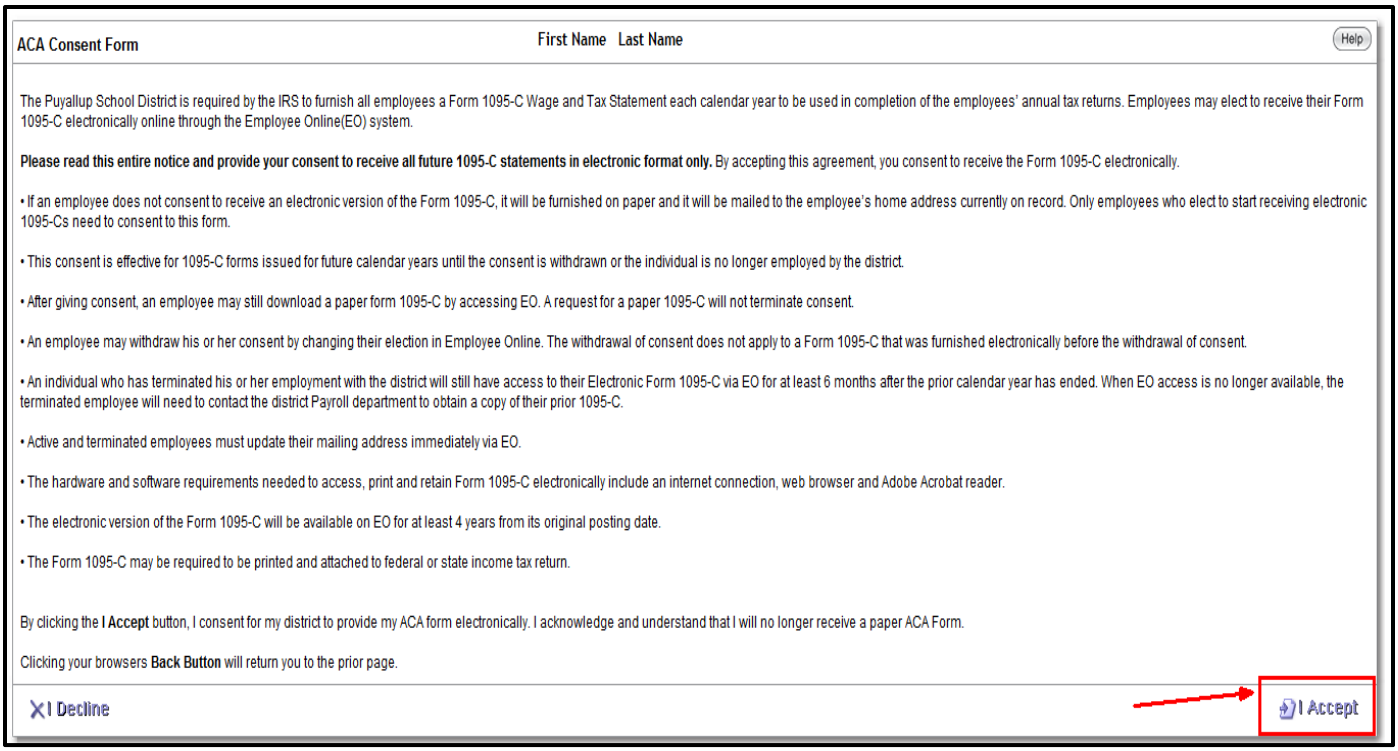
ACA Form page. You can also click on IRS ACA Forms information if you need detail information about your ACA form.



Click on the **Consent Form** Button



Read the statement before submitting.



Click on the **I Accept** Button to submit for ACA electronic form or if you have decided not to elect electronic form then click on the **I Decline** Button.

Note: You can change the status of your electronic form at any time except between January 15 to January 31. You form will be submitted to you based on the status that is in the system during that time.



You then see the statement “You have elected to receive electronic only ACA Form”, next to the Consent Form button.

Note: If you need a copy at any time please contact the Payroll Office and we will issue you a copy ACA.