

Electing to receive W-2 or 1095-C form electronically

The screenshot shows the WinCap WEB interface. The top navigation bar includes 'Home', 'myWinCap', 'Professional Development', 'Employee Self-Service', and 'Support Center'. The 'Employee Self-Service' menu is expanded, showing options like 'My Attendance Balances', 'My Attendance Activity', 'My Paychecks', 'My Year to Date Totals', 'My W-2s', 'My 1095-Cs', 'My Employee Deductions', 'My Employee Demographics', 'My W-2 Consent Elections', 'My Positions & Salary Notices', and 'My 1095-C Consent Elections'. Red arrows point to the last two options.

STEP 1

- Log into WinCap WEB

STEP 2

- Hover mouse over "Employee Self-Service"

STEP 3

- Select "My W-2 Consent Elections" or "My 1095-C Consent Elections"

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

HOW TO PRINT YOUR W-2 FORM ONLINE

Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service Menu.
2. Select the correct calendar year and options to print. Your W-2 may be required to be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

SCOPE AND DURATION OF CONSENT

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

THANK YOU FOR YOUR CONSENT!

You have successfully consented to receive your W-2 forms electronically.

You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

Important Note: Your W-2 form will NOT be automatically mailed to you.

Once W-2's have been processed, you will be able to view and print them online.

STEP 4

- Enter your password at the bottom of the page to the changes for electronic W-2 or 1095-C forms and click on the "Consent" button.

STEP 5

- You will receive a confirmation of consent and notified when your W-2 or 1095-C is ready.