## PEARLAND INDEPENDENT SCHOOL DISTRICT ELECTRONIC IRS FORMS W2 AND 1095C INSTRUCTIONS

## HOW TO SELECT ELECTRONIC DELIVERY OF TAX FORMS

Click Employee Self Service to login or type https://ess.pearlandisd.org/ess/

- 1. Click Personal Information
- 2. Click Tax form delivery
- 3. Click "Self service only" under W-2 Delivery Method
- 4. Click "Self service only" under 1095 Delivery Method
- 5. Click on your name in the upper right corner
- 6. Click "Log Out"

	Personal Information	My Account
	2	
Employee Self Service	General Contac Tax form deliver	Log Out O
Certifications	W-2 Delivery Method	
Employee Notifications	OMail	
employee Notifications	Self service only	
Pay/Tax Information	1095 Delivery Method	
Personal Information		
	Self service only	
Time Off		

## PRINT YOUR W-2 FORM

Click Employee Self Service to login or type https://ess.pearlandisd.org/ess/

- 1. Click Pay/Tax Information
- 2. Click W-2
- 3. Select the year
- 4. Click View W-2 image. Print or save on your device.
- 5. Click on your name in the upper right corner
- 6. Click "Log Out"

Pearland IS	D earland, TX 77581 Munis Self Service	Resources JOHNATHAN DOE
Employee Self Service	W-2 Information	My Account Log Out 6
Certifications		4 View W-2 image
Employee Notifications	YEAR: 2019	
Pay/Tax Information 1	PEARLAND, TX 77584	
VTD Information	RETIREMENT	
	3RD PARTY SICK	
W-2	STATUTORY EMPLOYEE	
1099-R		
	Wages and Tax	