

It's that time of year again! Don't wait to receive your 2019 W2 and 1095-C forms! Get them early!

Turn off the option to receive a paper copy by mail and print yourself!

What's the Benefit?

You will get your W2 and 1095-C before everyone else, anytime you need, all year long! Prevent payroll from printing and mailing thousands of W2s by opting to go electronic. Help save yourself time and the Organization avoid additional mailing costs! Go Green!

Be proactive and update your W2 and 1095-C preferences in self-service now to receive an electronic copy.

It's easy and super-fast!

W2 Electronic Print Option

1. Log into PeopleSoft HRMS Employee Self Service and click the MCCS Annual W2 and 1095C tile.
2. Select *View W-2/W-2c Forms*.
3. Select the check box for Please do not have Payroll print and mail me my W2 annually. I will print my own W2 via Self Service.

A screenshot of the 'Employee Self Service' interface. A blue navigation bar at the top contains a back arrow and the text 'Employee Self Service'. Below it, a green button labeled 'View W-2/W-2c Forms' is circled in red. To the right of this button, text reads 'To change your W2 Print Options, select the applicable check box below and Save.' Below this is a section titled 'W-2 Print Options'. It contains the text 'Your current W-2 Print Option is highlighted below.' and a 'Save' button circled in red. There are two checkboxes: the first is unchecked and labeled 'Please have Payroll print and mail me my W2 annually.'; the second is checked and labeled 'Please do not have Payroll print and mail me my W2 annually. I will print my own W2 via Self Service.' This second checkbox and its label are enclosed in a red rectangular box.

Electronic Consent Option

1. Log into PeopleSoft HRMS Employee Self Service and click the MCCS Annual W2 and 1095C tile.
2. Select *Form 1095-C Consent*.
3. Check the box that says I consent to receive Form 1095-C electronically. If you elect to receive Form 1095-C paper statements by mail, they will be mailed out postmarked no later than 31 January, which means you may not be receiving your forms until **February**. Why wait when you can print them instantly!

A screenshot of the 'Employee Self Service' interface. A blue navigation bar at the top contains a back arrow and the text 'Employee Self Service'. Below it, a green button labeled 'Form 1095-C Consent' is circled in red. To the right of this button is a section titled 'Form 1095-C Consent'. It contains the text 'You currently receive Form 1095-C paper statements by mail'. Below this is a paragraph of text explaining the consent process. At the bottom of the section, there is a checkbox labeled 'I consent to receive Form 1095-C electronically' which is currently unchecked. This checkbox and its label are enclosed in a red rectangular box. Below the checkbox is a green 'Submit' button circled in red.

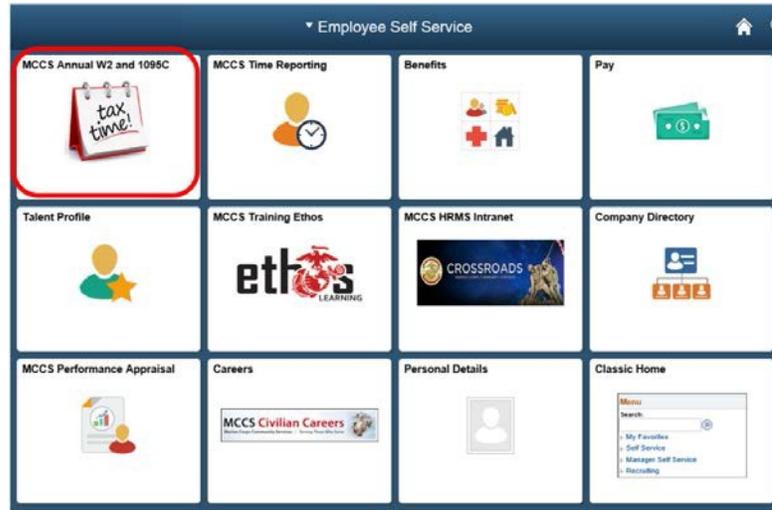
Did you know last year over 11,000 1095-C forms were printed and mailed? Save the organization money and yourself the wait by opting for electronic copies.

Receive your W2's and 1095-C Forms as soon as possible!

It's that easy to get your W2 and 1095-C in your hand instantaneously without waiting for the mail. If you choose not to consent and print electronically, they will be mailed out postmarked no later than 31 January, which means you may not be receiving them until **February**. Why wait!

[How to print your W2 and 1095-C](#)

Your W2 and 1095-C can be printed via PeopleSoft HRMS Employee Self Service.



[Print your W2](#)

1. Log into PeopleSoft HRMS Employee Self Service and click the MCCS Annual W2 and 1095C tile.
2. Select *View W-2/W-2c Forms*.
3. Select the *Year End Form* and *Filing Instruction* links for the Tax Year 2019.
4. Print your own copy.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2019	H01	W-2	12/21/2019	Year End Form	Filing Instructions

[Print your 1095-C](#)

1. Log into PeopleSoft HRMS Employee Self Service and click the MCCS Annual W2 and 1095C tile.
2. Select *View Form 1095-C*.
3. Select the *1095-C Original* and *Instructions* links for Tax Year 2019.
4. Print your own copy.

Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form
2019 SEMPER FIT & EXCHANGE SERVICES	Instructions	12/31/2019 0	1095-C Original