

Electronic Only Consent (Form 1095-C and W-2)

UW employees have the option of receiving W-2 and 1095-C forms each January via electronic-only distribution, thus eliminating paper form distribution via U.S. mail.

Once consent has been given, the forms will continue to be electronic until consent is withdrawn or an employee is no longer working at the UW. Employees may withdraw their consent at any time.

An email will be sent in January notifying you that the form is available.

WARNING:

- Consent must be given separately for the W-2 and 1095-C.
- If you are no longer employed by UW, in January you will not be able to electronically access the documents.

Basic Navigation

1. Navigate to your Portal.
 - MyUW System portal at <https://my.wisconsin.edu/> for all campuses except UW Madison
 - MyUW Madison portal at <https://my.wisc.edu/> for UW Madison employees
2. Click the **Tax Statements** hyperlink on the **Payroll Information** Tile.

Consent for Electronic Copy

1. Click the **Consent to receive...** button at the top of the page.
2. Review the information on the screen, then check the **"I consent..."** checkbox.
3. Click the **Submit** button.
NOTE: an email confirmation will be received within 24 hours.

Withdraw Consent for Electronic Copy

1. Click the **Consent to receive ...** button at the top of the page.
2. Review the information on the screen, then check the **"I withdraw my consent..."** checkbox.
3. Click the **Submit** button.