

Receive your W-2 and 1095-C tax forms electronically

Employees have the option to receive the Form W-2 (wages and withholding) and Form 1095-C (proof of health coverage) electronically through Employee Self Service.

In order to take advantage of this benefit for the 2020 tax year, you must provide electronic consent by Friday, January 15, 2021. If you submitted consent forms in 2019, you do not need to submit them again for the 2020 tax year.

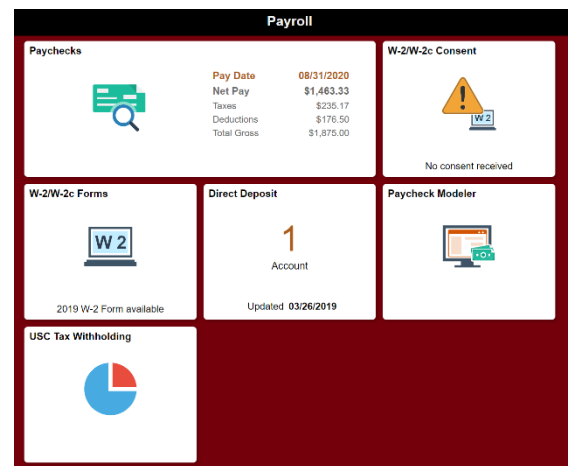
You must separately affirm consent to receive your Form W-2 and Form 1095-C in an electronic format instead of a paper copy, and you will be notified in 2021 when the forms are available to review. If you do not complete the consent form in Employee Self Service, you will receive these forms through the mail at your permanent address or through intercampus distribution.

Once the consent forms have been submitted, they will remain valid until a Withdrawal of Consent Form is completed in Employee Self Service. This means that the initial consent form will remain in effect for future years unless you change your consent or your employment ends.

W-2 electronic consent process

The W-2 form reports an employee's annual taxable wages and federal, state, and FICA tax withholdings.

1. Log into [Employee Self Service](#) and select the **Payroll** tile.
2. Click on “W-2/W-2c Consent” and read the disclaimer. If you would like to proceed, check the box beside “I consent to receive W-2 or W-2c forms electronically.” The consent will remain in effect until you withdraw the consent.
3. Once you check the box, a dialog box will open that requires the last 4 digits of your SSN.
4. Upon submission, you will receive a confirmation email that you have consented to receive the form electronically.



1095-C electronic consent process

This form provides information about the health coverage offered by the University of South Carolina and may also provide information about whether you are enrolled in this coverage.

1. Log into [Employee Self Service](#) and select the **Benefits Details** tile.
2. Click on “Form 1095-C Consent” and read the disclaimer. If you would like to proceed, check the box beside “I consent to receive Form 1095-C electronically.”
3. Once you check the box, a dialog box will open that requires the last 4 digits of your SSN.
4. Upon submission, you will receive a confirmation email that you have consented to receive the form electronically.

