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

Employees now have the option to receive the Form W-2 and Form 1095-C (proof of health coverage) electronically through the PeopleSoft HR/Payroll System. This new option would replace your paper copy, and instead would allow you to access your forms sooner, with the convenience of viewing, saving and/or printing a PDF each year when it becomes available.

In order to take advantage of this new benefit for the 2019 tax year, you must provide electronic consent by Monday, January 6, 2020.

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 will be notified in 2020 when the forms are available to review. If you do not complete the consent form in PeopleSoft, you will receive these forms through the mail (or through intercampus distribution).

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

W-2 electronic consent process

The W2 form reports an employee’s annual taxable wages and federal, state, and FICA tax withholdings.

1. From the Employee Self Service page (hcm.ps.sc.edu) 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 the information about whether you are enrolled in this coverage.

1. Log into the HR/Payroll system at hcm.ps.sc.edu, select the Benefits Details tile and expand the Affordable Care Act menu.
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.