

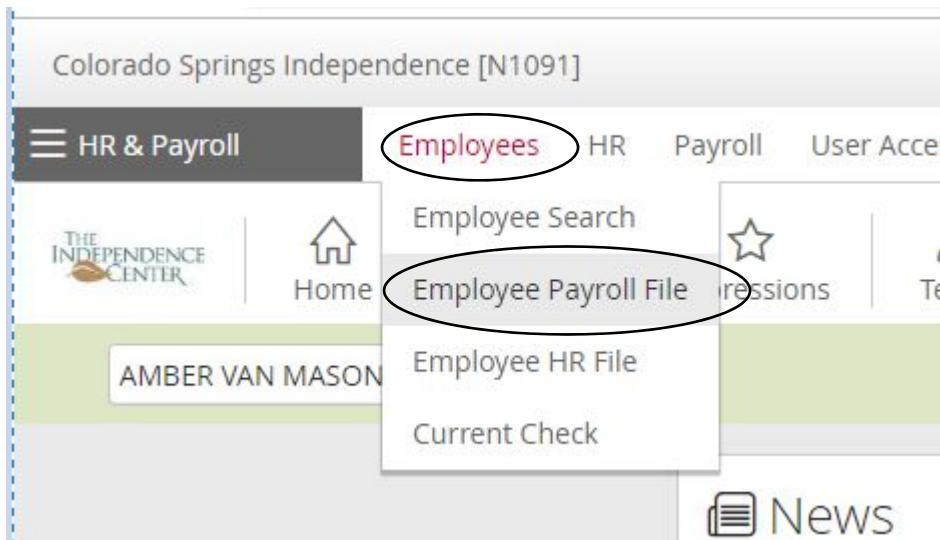
PRINTING TAX FORMS IN PAYLOCITY

The W2s and 1095-Cs will be available in Paylocity around Jan 10th.

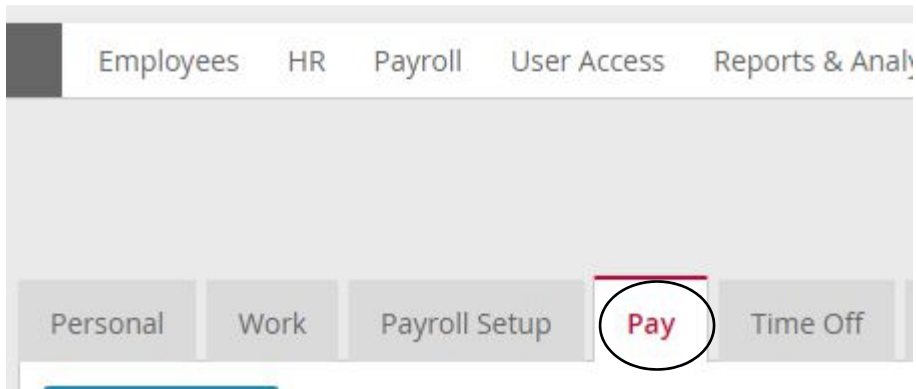
To view/print them,

Log into Paylocity (see instructions on how to log in)

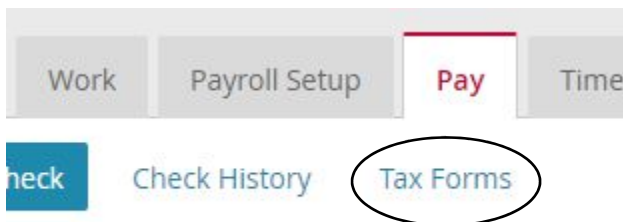
Got to Employees --- Employee Payroll Record



Click on Pay tab

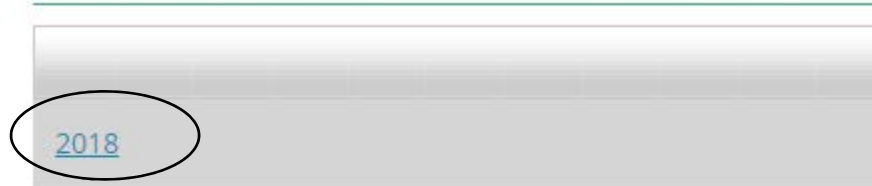


Click on Tax Forms



Here you will see the W-2s and the 1095-Cs for each year you have worked at the Independence Center -NOTE: not everyone will have 1095-C forms.

Tax Forms W-2 [- More Information about your W2](#)



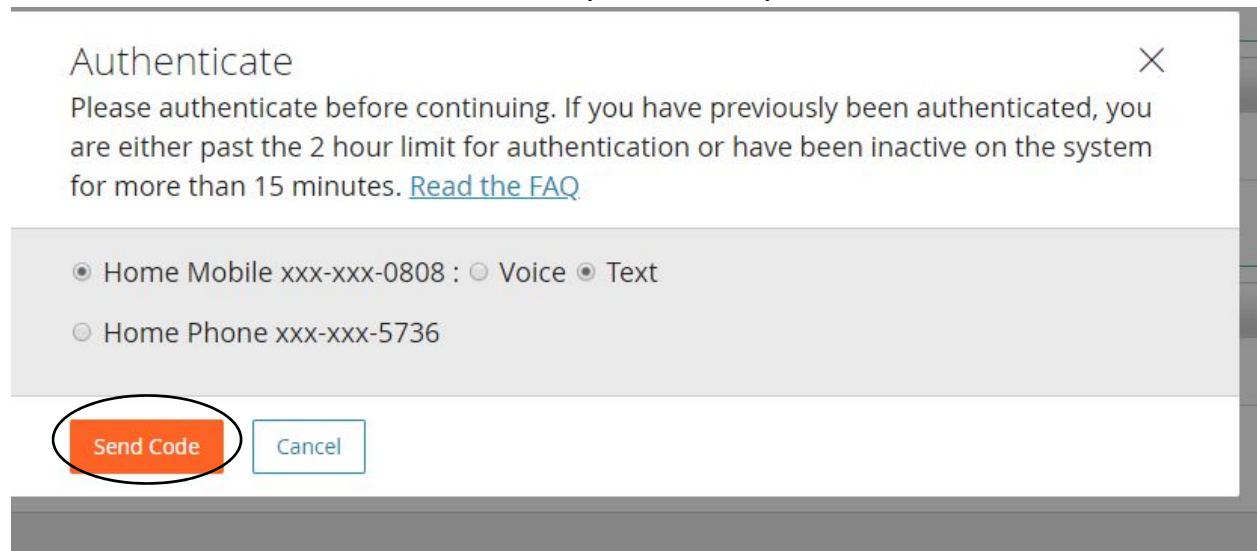
A screenshot of a web interface for viewing tax forms. It features a header "Tax Forms W-2" with a link to "More Information about your W2". Below the header is a list of years, with "2018" circled in black.

Tax Forms 1095-C



A screenshot of a web interface for viewing tax forms. It features a header "Tax Forms 1095-C". Below the header is a list of years, with "2018" circled in black.

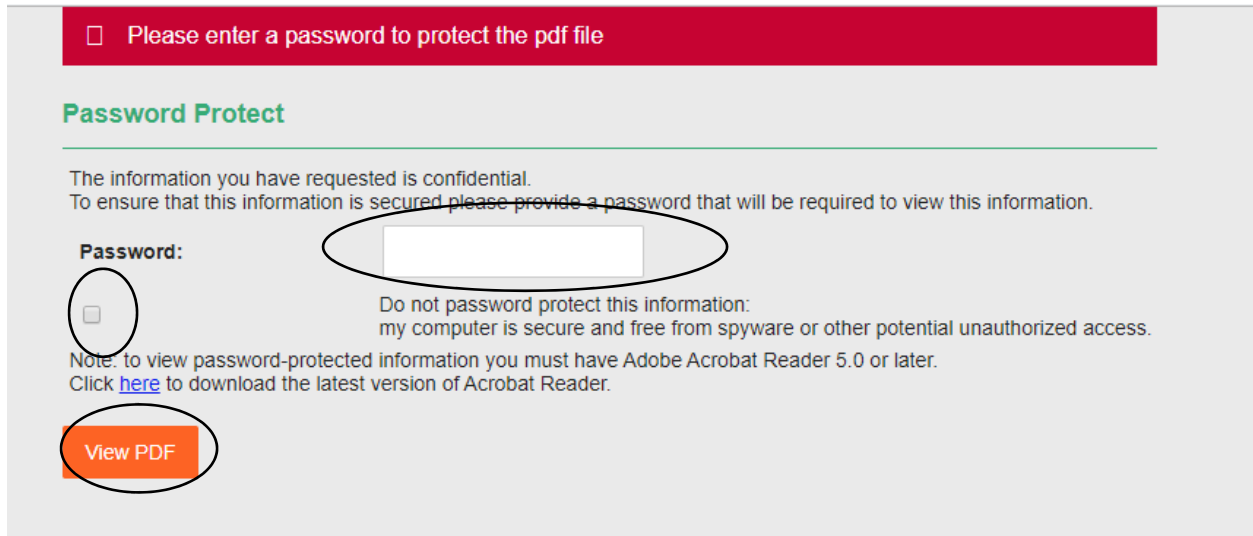
When the most current year is available click on it
You will need to have a valid phone number on file with us in order to receive a code via voice or text to authenticate your identity



An authentication dialog box titled "Authenticate" with a close button (X) in the top right corner. The text inside reads: "Please authenticate before continuing. If you have previously been authenticated, you are either past the 2 hour limit for authentication or have been inactive on the system for more than 15 minutes. [Read the FAQ](#)". Below the text are two radio button options: "Home Mobile xxx-xxx-0808 : Voice Text" and "Home Phone xxx-xxx-5736 ". At the bottom, there are two buttons: "Send Code" (highlighted with a black circle) and "Cancel".

Enter the code once you receive it

You may enter a password (any password is fine)
OR choose not to by checking the box



Please enter a password to protect the pdf file

Password Protect

The information you have requested is confidential.
To ensure that this information is secured please provide a password that will be required to view this information.

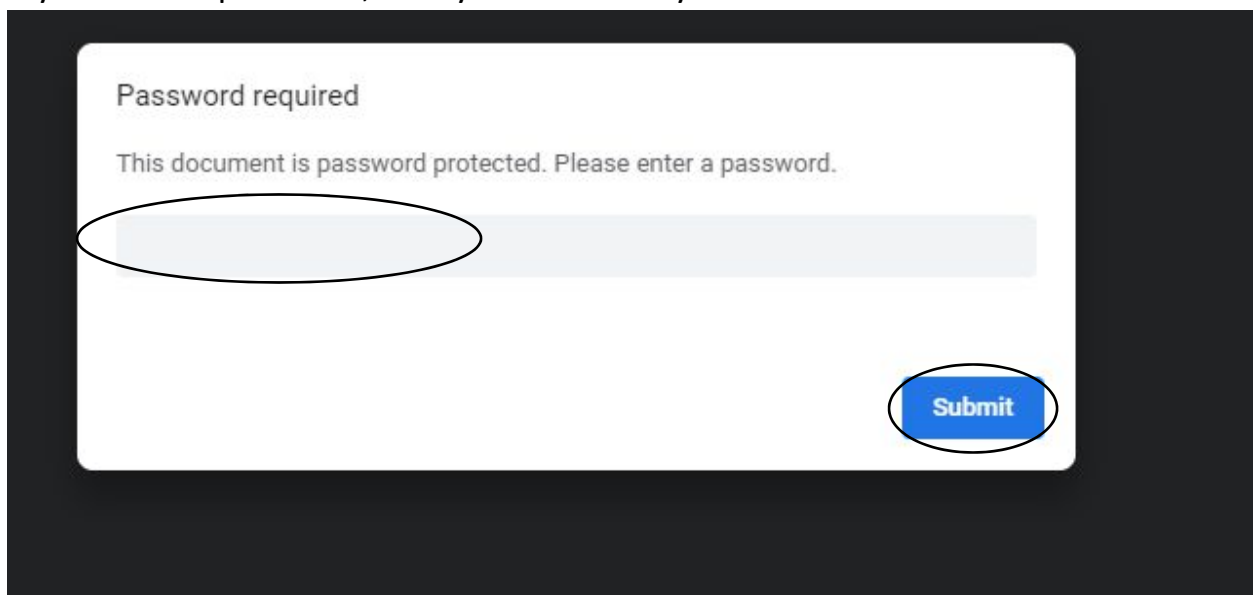
Password:

Do not password protect this information:
my computer is secure and free from spyware or other potential unauthorized access.

Note: to view password-protected information you must have Adobe Acrobat Reader 5.0 or later.
Click [here](#) to download the latest version of Acrobat Reader.

Click View PDF

If you enter a password, the system will ask you to reenter



Password required

This document is password protected. Please enter a password.

Enter password and click Submit

Your W2 is presented as a PDF – print, save, or just view the information

Repeat this process above to see the 1095-C