

Opt in to Electronic W2s and 1095-C forms

This is now an option in Paylocity.

If you opt in to receive electronic W2s and 1095-C (medical coverage) forms, **no hard copy will be available for pick up or be mailed to you.**

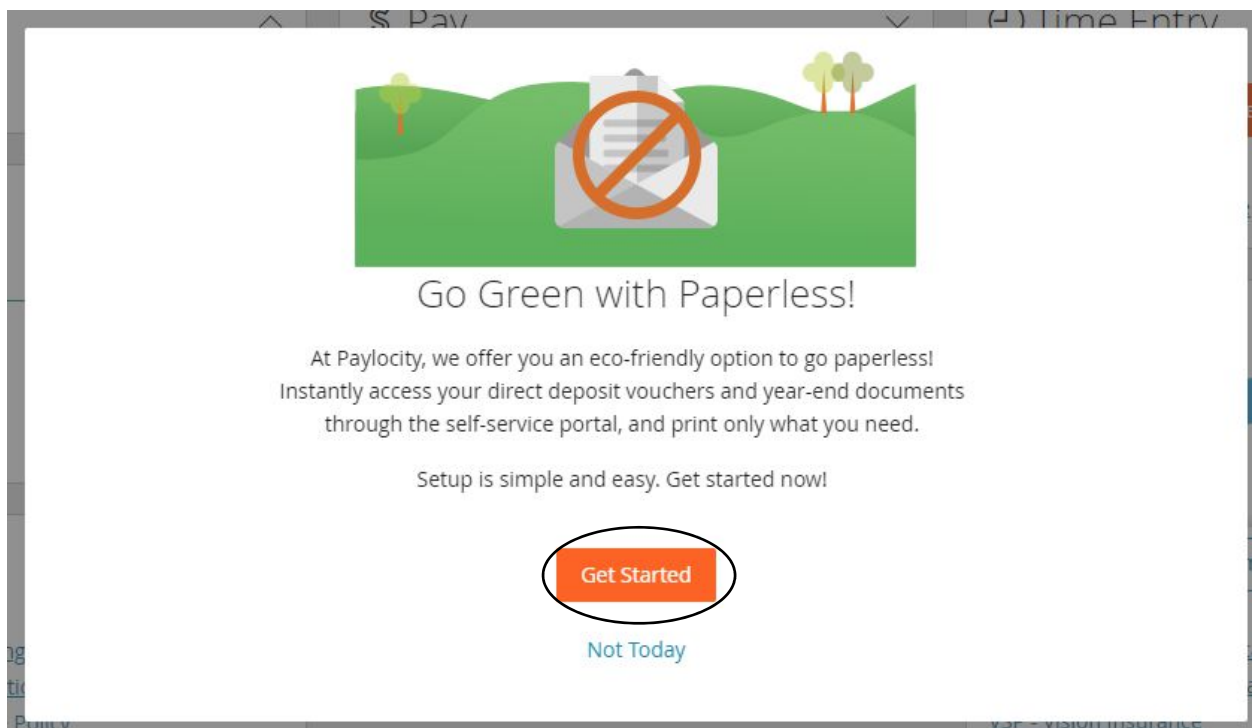
You can opt in or out at any time.

When you log into Paylocity (see instructions on how to log in, if needed)

You may see the screen below.

To opt in click Get Started

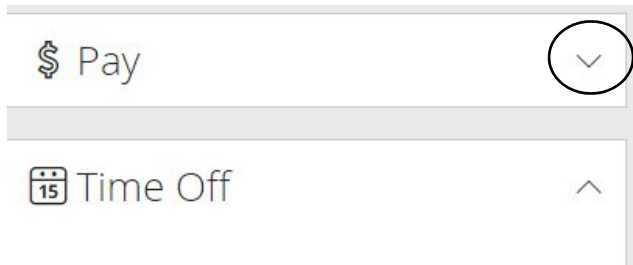
To skip, click Not today



If you do not get this screen,

Got to the PAY box in the middle of the screen

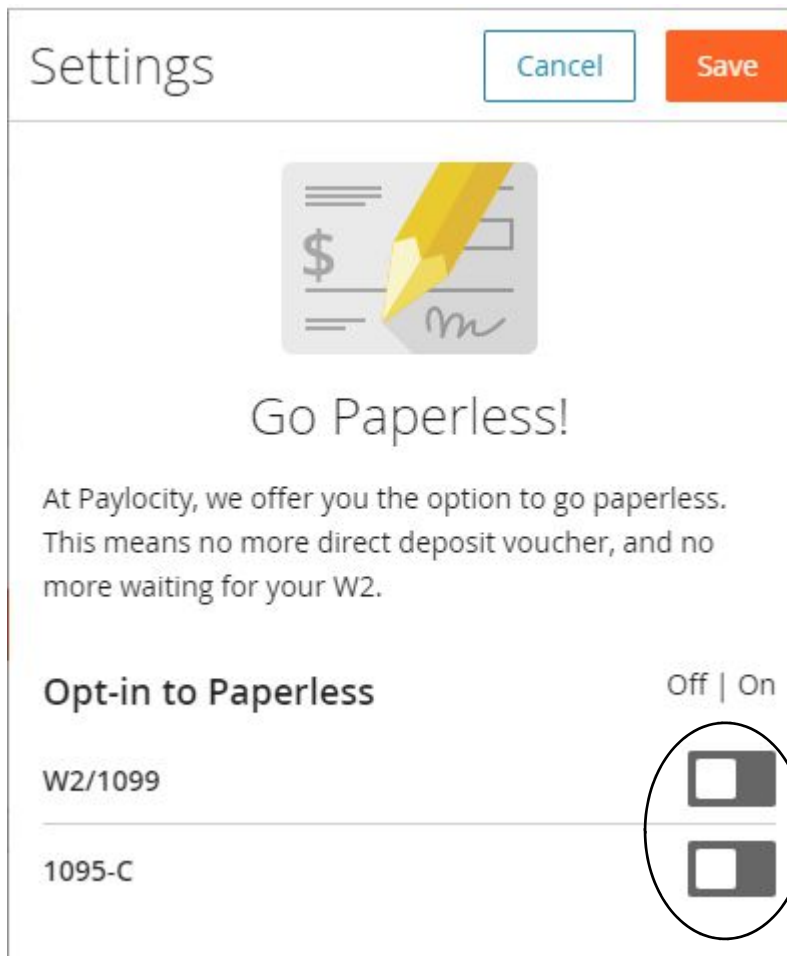
Expand by clicking on the down arrow



In the bottom right of the PAY box,
Click on Go Paperless

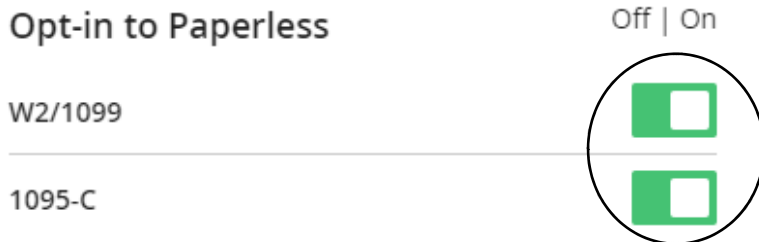


This opens a side screen,



Click on the box to opt into W2/1099 and 1095-C
(Remember, by opting in you will NOT receive hard copies of these forms from the Independence Center....you may print them on your own if needed)

Once you opt in the box turns green

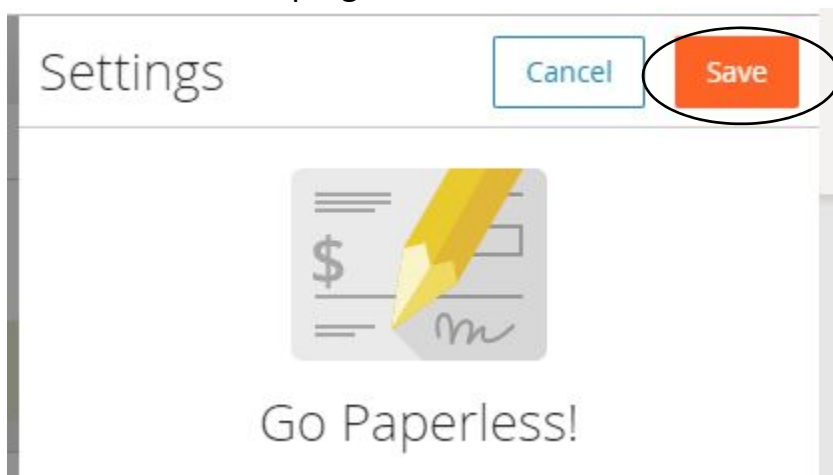


Click View Details to read about the electronic signature and how to opt off if you change your mind. We recommend printing or saving this document for future reference.

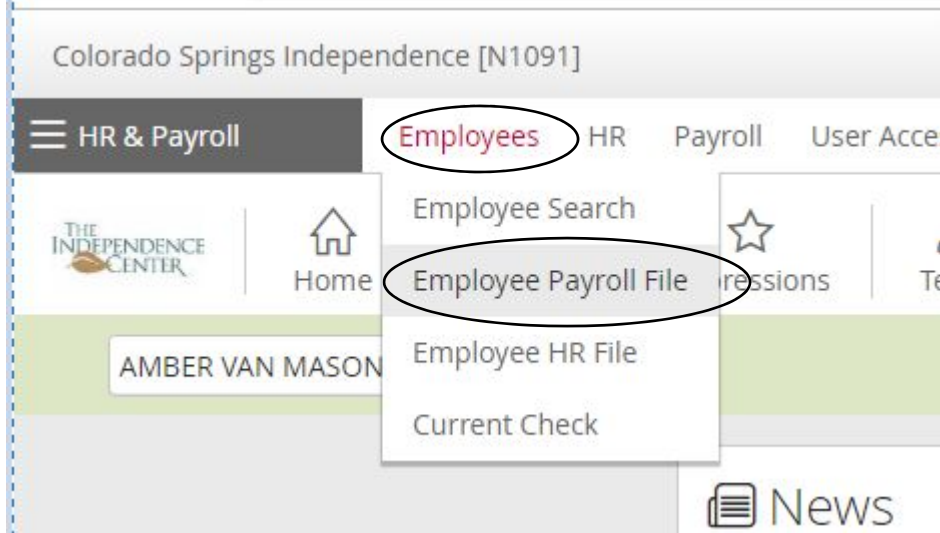
If you agree click on the two boxes to verify your consent.

- Yes, I consent to receiving documents electronically.
- I understand that clicking this box constitutes a legal signature.

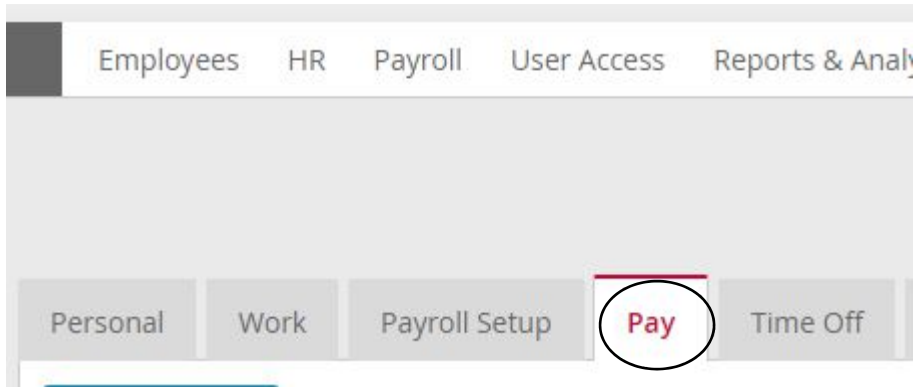
Click Save in the top right of the side screen



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

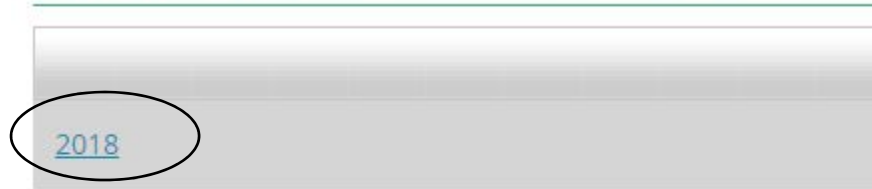


Click on Tax Forms



Here you will see the W-2s and the 1095-Cs for each year you have worked at the Independence Center

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



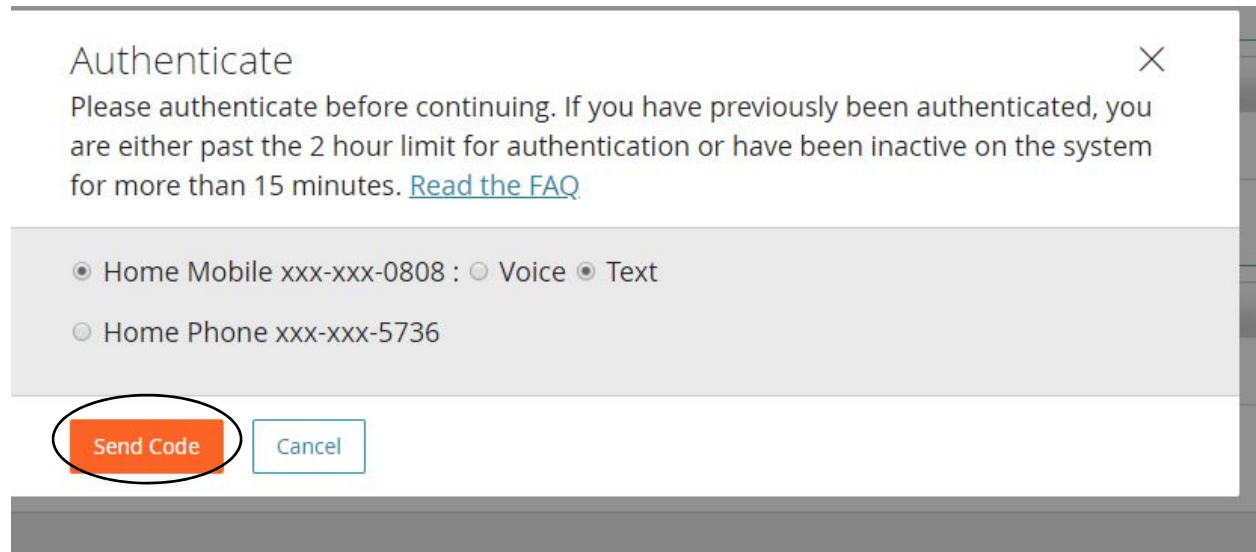
2018

Tax Forms 1095-C



2018

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



Authenticate ×

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](#)

Home Mobile xxx-xxx-0808 : Voice Text

Home Phone xxx-xxx-5736

Send Code 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.

View PDF

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.

Submit

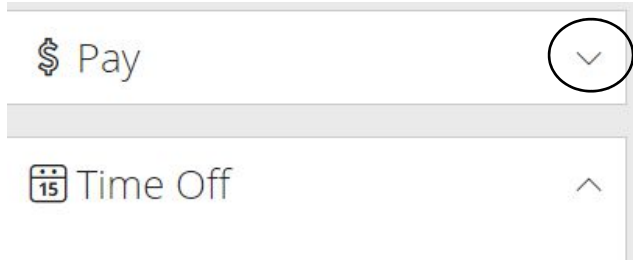
Enter password and click Submit

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

Repeat this process above to see the 1095-C

To OPT OUT once you have opted in and saved:

Click on the GO Paperless from the Pay Box
Got to the PAY box in the middle of the screen



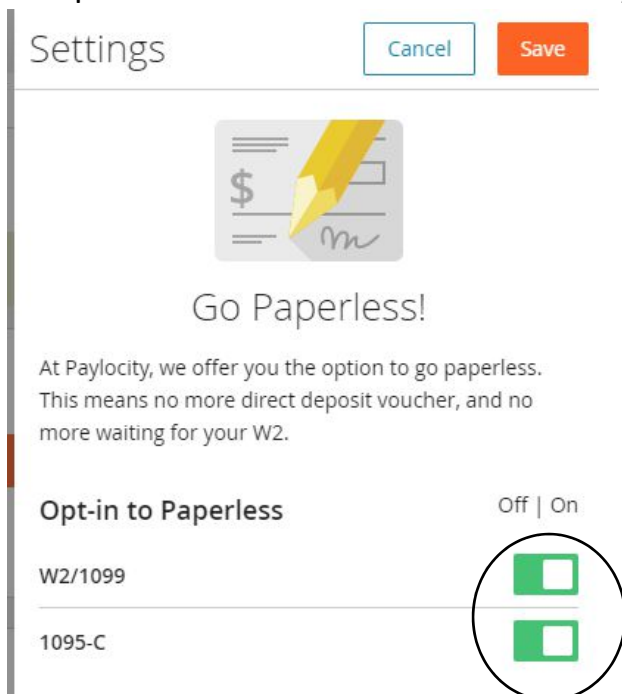
In the bottom right of the PAY box,
Click on Go Paperless



This opens up the side screen

Everything you had previously selected is in green

Click on the boxes you the items you wish to either pick up from The Independence Center or have mailed to you from The Independence Center.



The boxes will go from green to black once you turn off the opt in feature

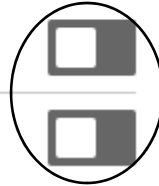
At Paylocity, we offer you the option to go paperless.
This means no more direct deposit voucher, and no
more waiting for your W2.

Opt-in to Paperless

Off | On

W2/1099

1095-C



Click Save in the upper right of the side screen

Settings

Cancel

Save



Go Paperless!

At Paylocity, we offer you the option to go paperless.
This means no more direct deposit voucher, and no
more waiting for your W2.

You will now have a hard copy to pick up at The Independence Center when they become available. You have also revoked your permission to receive the documents by electronic from only. They will still be available in Paylocity but you will also receive a hard copy.