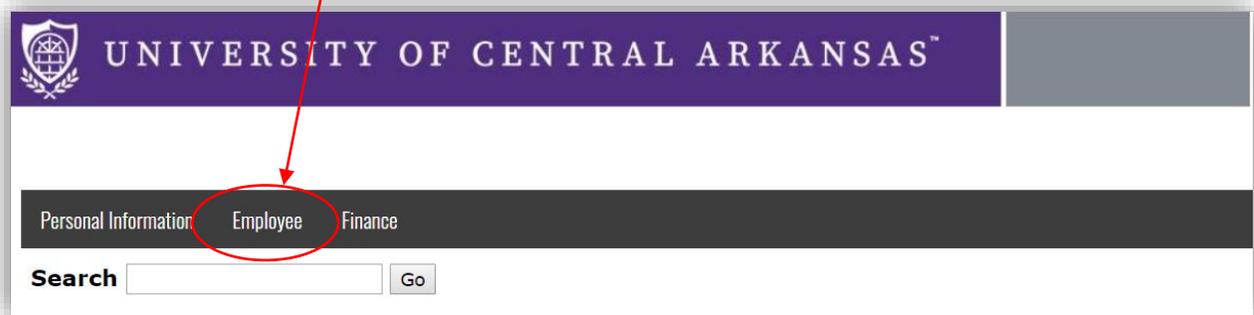
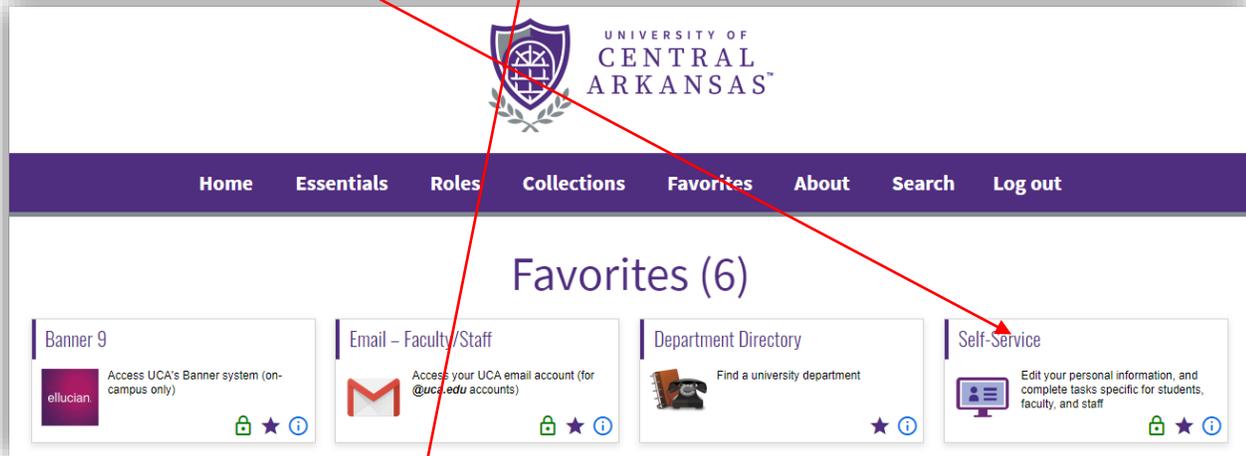


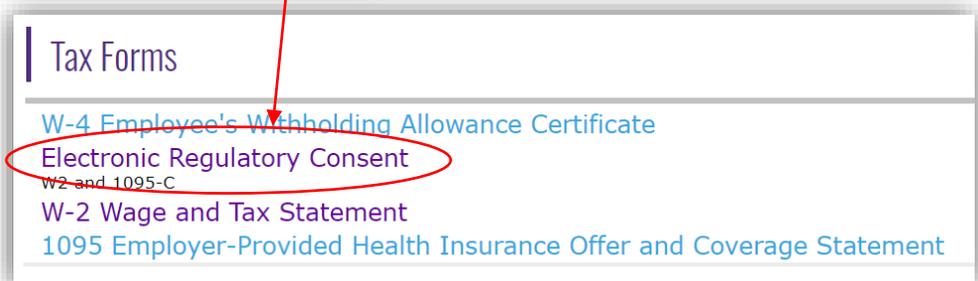
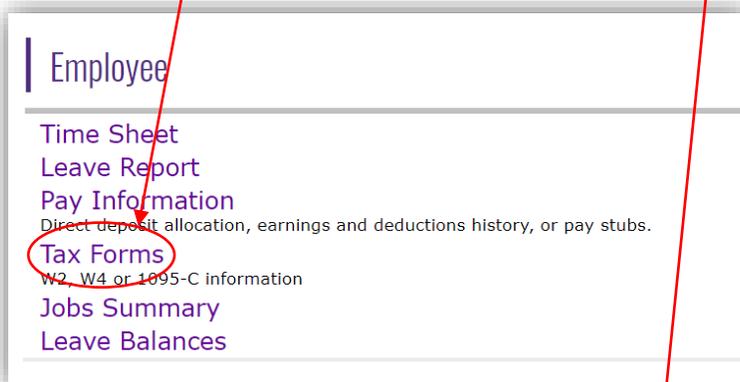
Electronic W-2 Consent AND Viewing/Printing Instructions

You must give CONSENT in Self-Service

- ◆ Log in to myUCA: <https://my.uca.edu/>
- ◆ Select **SELF-SERVICE** and go to the **EMPLOYEE** section



- ◆ Select **TAX FORMS** and then go to the **ELECTRONIC REGULATORY CONSENT**



Electronic W-2 Consent AND Viewing/Printing Instructions

- ◆ Read the **ELECTRONIC W-2 AND 1095-C CONSENT AGREEMENT**
- ◆ Click the box under **MY CHOICE** on the **CONSENT TO RECEIVE W-2 ELECTRONICALLY** line
If this box is already checked that means you have already consented and you do not need to do anything further

Electronic W-2 and 1095-C Consent

Select the appropriate check box at the bottom of this Agreement to consent to receive your W-2 and/or 1095-C Form electronically, or uncheck to revoke consent.

By consenting to receive your W-2 and/or 1095-C electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 and/or 1095-C form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return. The 1095-C form should be maintained with your annual tax records when you complete your annual tax return.

Your consent for each form will be valid for all subsequent tax years unless revoked by you, upon separation from employment, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 or 1095-C form by accessing this site and unchecking the box to revoke consent, or providing **written** notification to Human Resources by e-mail or by mail (by mail, allow 15 days from the date of postmark for consent withdrawal to become effective) at:

University of Central Arkansas
Attn: Human Resources
201 S. Donaghey Ave, Wingo - Suite 106 Conway, AR 72035
Email at humanresources@uca.edu

You can review the IRS disclosure requirements for consenting/revoking consent for electronic W-2s or obtain the W-2 replacement request form at <http://uca.edu/hr/payroll/> to request a paper copy of your W-2.

The same rules and processes currently in place for electronic W-2 forms will apply to 1095-C statements. The IRS disclosure requirements for consenting/revoking consent for the electronic 1095-C forms or to obtain the 1095-C replacement request form at <http://uca.edu/hr/electronic-1095c/> to request a paper copy of your 1095-C.

It is the employee's responsibility to notify Human Resources of any name or address changes. Address changes can be made @ MyUCA employee self-service link or by completing a change of address/name form found at <http://uca.edu/hr/files/2014/01/nameaddresschangeform.pdf>.

Please note a copy of your updated social security card must be submitted to Human Resources before a name change can be processed.

I also understand that there are two forms (W-2 and 1095-C) available for me to choose electronic consent and that each form requires separate consent. Consenting to one form does not automatically provide consent for the other form.

Selection Criteria

<input checked="" type="checkbox"/>	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

- ◆ Select **SUBMIT** button.
- ◆ An automatic confirmation email is then sent the next day to the employee any time electronic consent is given.

In late **January 20****, you will receive an email with the subject line stating **IMPORTANT TAX DOCUMENT AVAILABLE** announcing the availability of the 20** W-2 online for viewing and printing.

The online W-2 will display the same information in the same format as the current paper statement. This will allow you to print and attach to your federal, state, or local income tax returns as many copies as required.

The electronic version will remain available online to all active employees until consent is withdrawn.

IMPORTANT: An employee who chooses to receive their W-2 electronically can change their mind and withdraw consent at any time. Once consent is withdrawn all prior electronic W-2s and future electronic W-2's will no longer be accessible through self-service.

Electronic W-2 Consent AND Viewing/Printing Instructions

How to Withdraw Consent through Self-Service

- ◆ To withdraw consent through self-service, simply uncheck the **My Choice** on the *CONSENT TO RECEIVE W-2 ELECTRONICALLY* line and select **SUBMIT**.
- ◆ An automatic confirmation email is then sent the next day to the employee any time electronic consent is withdrawn.

Electronic W-2 and 1095-C Consent

Select the appropriate check box at the bottom of this Agreement to consent to receive your W-2 and/or 1095-C Form electronically, or uncheck to revoke consent.

By consenting to receive your W-2 and/or 1095-C electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 and/or 1095-C form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return. The 1095-C form should be maintained with your annual tax records when you complete your annual tax return.

Your consent for each form will be valid for all subsequent tax years unless revoked by you, upon separation from employment, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 or 1095-C form by accessing this site and unchecking the box to revoke consent, or providing **written** notification to Human Resources by e-mail or by mail (by mail, allow 15 days from the date of postmark for consent withdrawal to become effective) at:

University of Central Arkansas
Attn: Human Resources
201 S. Donaghey Ave, Wingo - Suite 106 Conway, AR 72035
Email at humanresources@uca.edu

You can review the IRS disclosure requirements for consenting/revoking consent for electronic W-2s or obtain the W-2 replacement request form at <http://uca.edu/hr/payroll/> to request a paper copy of your W-2.

The same rules and processes currently in place for electronic W-2 forms will apply to 1095-C statements. The IRS disclosure requirements for consenting/revoking consent for the electronic 1095-C forms or to obtain the 1095-C replacement request form at <http://uca.edu/hr/electronic-1095c/> to request a paper copy of your 1095-C.

It is the employee's responsibility to notify Human Resources of any name or address changes. Address changes can be made @ MyUCA employee self-service link or by completing a change of address/name form found at <http://uca.edu/hr/files/2014/01/nameaddresschangeform.pdf>.

Please note a copy of your updated social security card must be submitted to Human Resources before a name change can be processed.

I also understand that there are two forms (W-2 and 1095-C) available for me to choose electronic consent and that each form requires separate consent. Consenting to one form does not automatically provide consent for the other form.

Selection Criteria

My Choice
Consent to receive W-2 electronically:
Consent to receive 1095-C electronically:

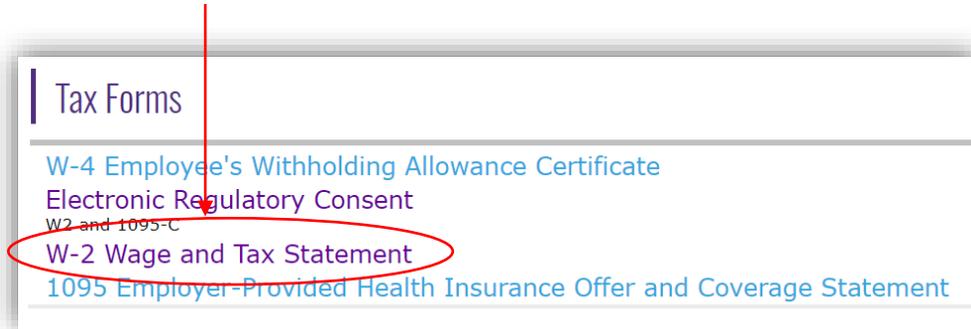
I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

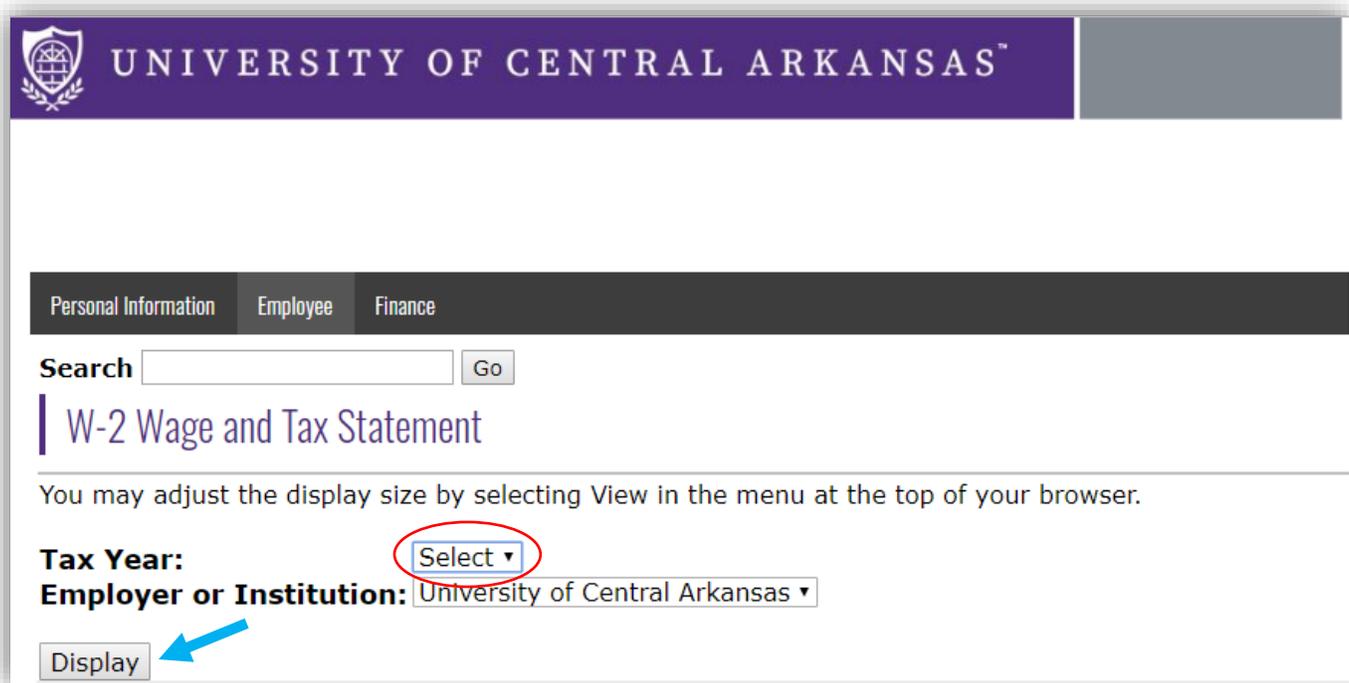
Electronic W-2 Consent AND Viewing/Printing Instructions

How to View/Print the Electronic W-2 through Self-Service

- ◆ Go back to the **TAX FORMS** section under the **EMPLOYEE** tab of Self-Service and this time select **W-2 WAGE AND TAX STATEMENT**



- ◆ Select the correct year and then click **DISPLAY**
NOTE: *You will be notified when the current year W-2 becomes available.*

A screenshot of the University of Central Arkansas self-service portal. The header shows the university's logo and name. Below the header, there are navigation tabs for 'Personal Information', 'Employee', and 'Finance'. A search bar is present with a 'Go' button. The main content area is titled 'W-2 Wage and Tax Statement'. Below the title, there is a message: 'You may adjust the display size by selecting View in the menu at the top of your browser.' Underneath, there are two dropdown menus: 'Tax Year:' with a 'Select' dropdown menu circled in red, and 'Employer or Institution:' with 'University of Central Arkansas' selected. A blue arrow points to the 'Display' button at the bottom left.

- ◆ The W-2 will then display. Scroll to the bottom of the screen and click the **PRINTABLE W-2** button
- ◆ A printable version will display. Right-click anywhere and select **PRINT...**
- ◆ Print as many copies as you need.