



# Getting Ready for Tax Season

## How to Review/Update Your Address

### W-2 and 1095-C Electronic Consent



All employees should review their mailing address on file prior to the creation of annual tax forms. W-2 and 1095-C tax forms are available online through Employee Self-Service in January but if an employee only wants to receive the forms electronically (not receive a paper copy), the employee must consent to receive the forms electronically only.

### VERIFY/UPDATE YOUR ADDRESS

1. Log into **ess.wi.gov** using your **IAM username** and **password**
2. Click on **My Information** in the Employee Self Service Homepage
3. Review your Home and Mailing address for accuracy
4. If you need to make any updates, click anywhere on the address row to be updated

Click anywhere on the address row to update your address.

5. Enter the updated address and Click **Save**

6. A message will appear indicating that your change was successful

7. Repeat these steps if you need to update another address

### W-2/W-2C ELECTRONIC ONLY CONSENT

1. Log into **ess.wi.gov** using your **IAM username** and **password**
2. Click on **My Payroll** in the Employee Self Service Homepage
3. Click on **W-2/W-2c Consent** from the menu on the left-hand side of the page

If you consented to receive your W-2 electronically last year, you will see the following:

No action is needed. You will receive your W-2 electronically. If your current status is not "Consent received," go to Step 4.

4. Check the **checkbox** to indicate you consent to receive an electronic W-2/W-2c accessible through STAR PeopleSoft



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5. Click **Submit**
6. Verify your identity by entering your **Password** and clicking **Continue**

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID Your IAM will appear

Password

7. A message will appear indicating that your submission was successful

**Submitted Successfully**

Direct Deposit You will receive W-2 or 1095-C forms electronically

W-2 Tax Information Please check the withdrawal box to receive a printed copy mailed to your indicated address.

View W-2/1095-C Forms

W-2/1095-C Consent

8. You will receive an email notification that the submission was successful

## 1095-C ELECTRONIC ONLY CONSENT



**What is a 1095-C form?** This form provides you information about employer-sponsored health insurance available to you.

1. Log into **ess.wi.gov** using your **IAM username** and **password**
2. Go to the **My Benefits Tile** on the Employee Self Service Homepage
3. Click on **Form 1095-C Consent** from the menu on the left-hand side of the page

If you already consented to receive your 1095-C electronically, you will see the following:

**Employee Self Service My Benefits**

**Form 1095-C Consent**

You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form.

If you have any questions, please contact your Benefits Administrator.

I withdraw my consent to receive Form 1095-C electronically

No action is needed. You will receive your 1095-C electronically. If you currently receive 1095-C paper statements by mail, go to Step 4.

4. **Check the checkbox** to indicate you consent to receive an electronic 1095-C accessible through STAR PeopleSoft.

**Form 1095-C Consent**

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C based on the most recent information you have provided.

Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

5. Click **Submit**
6. Verify your identity by entering your **Password** and clicking **Continue**

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID Your IAM will appear

Password

7. The following message will then appear on the page.

**Form 1095-C Consent**

You will now receive Form 1095-C statements electronically

Your Consent Form to receive an electronic Form 1095-C has been submitted.

If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form.

If you have any questions, please contact your Benefits Administrator.

8. You will receive an email notification that the submission was successful.



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#### WITHDRAWING ELECTRONIC ONLY W-2 CONSENT

Employees may withdraw consent to receive only an electronic W-2/W-2c after electing to receive the form electronically.

1. Log into **ess.wi.gov** using your **IAM username and password**
2. Click on **My Payroll** in the Employee Self Service Homepage
3. Click on **W-2/W-2c Consent** from the menu on the left-hand side of the page
4. **Check the checkbox** to indicate you are withdrawing consent to receive an electronic W-2/W-2c and want to receive a printed W-2/W-2c

**W-2/W-2c Consent**

You currently receive W-2 or W-2c forms electronically

Please check the withdrawal box to receive a printed copy mailed to your indicated address.

I withdraw my consent to receive W-2 or W-2c forms electronically

**Submit**

5. Click **Submit**
6. Verify your identity by entering your **Password** and clicking **Continue**

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID Your IAM will appear

Password

**Continue** **Cancel**

7. A message will appear indicating that your submission was successful

**Submitted Successfully**

You will receive W-2 or W-2c paper forms by mail

**W-2 Tax Information** Please check the consent box to indicate you will receive an electronic copy accessible thru the system.

- View W-2/1095-C Forms
- W-2/W-2c Consent

8. You will receive an email notification that the submission was successful

#### WITHDRAWING ELECTRONIC ONLY 1095-C CONSENT

Employees may withdraw consent to receive only an electronic 1095-C after electing to receive the form electronically.

1. Log into **ess.wi.gov** using your **IAM username and password**
2. Go to the **My Benefits Tile** on the **Employee Self Service Landing Page**
3. Click on **Form 1095-C Consent** from the menu on the left-hand side of the page
4. **Check the checkbox** to indicate you withdraw your consent to receive an electronic 1095-C and want to receive a printed 1095-C.

**Form 1095-C Consent**

You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form. If you have any questions, please contact your Benefits Administrator.

I withdraw my consent to receive Form 1095-C electronically

**Submit**

5. Click **Submit**
6. Verify your identity by entering your **Password** and clicking **Continue**

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID Your IAM will appear

Password

**Continue** **Cancel**

7. The following message will then appear on the page.

**Form 1095-C Consent**

You will now receive Form 1095-C paper statements by mail

You have withdrawn your consent to receive an electronic Form 1095-C. You will receive a paper Form 1095-C by mail. If you have any questions, please contact your Benefits Administrator.

8. You will receive an email notification that the submission was successful.