

# Electronic Only Consent for the W-2/W-2c and 1095-C Form

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Employees have the option of receiving their W-2 form and/or 1095-C via electronic-only distribution, thus eliminating paper form distribution via U.S. mail.

Once consent has been given, the forms will continue to be electronic until consent is withdrawn or an employee is no longer active. Employees may withdraw their consent at any time.

An email will be sent when each form is available.

## WARNING:

- If you are no longer employed electronic access to the document will be removed.

## Consent for W-2

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click the **Payroll** Tile.
3. Click **W-2/W-2c Consent** from the left side menu.
4. Review the information on the screen, then check the **"I consent..."** checkbox.
5. Click the **Submit** button.

**NOTE:** an email confirmation will be received within 24 hours.

To withdraw consent at any time, follow steps 1-3, click the **"I withdraw my consent..."** check box and click **Submit**.

## Consent for 1095-C

1. Click on the **Benefits and Well-Being Tile**.
2. Click **Affordable Care Act** on the left side menu.
3. Select **Form 1095-C Consent** from drop down list.
4. Review the information on the screen, then check the **"I consent..."** checkbox.
5. Click the **Submit** button.

**NOTE:** an email confirmation will be received within 24 hours.

To withdraw consent at any time, follow steps 1-3, click the **"I withdraw my consent..."** check box and click **Submit**.