W2 and 1095 Online Consent Instructions:

By consenting to receive your tax statement(s) electronically, you agree to return to UCONnect between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing UCONnect and unchecking the, My Choice consent box, or providing written notification to the Human Resources or Payroll Services office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll Services office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll Services office.

1. Go to UCONnect
   a. Go directly to uconnect.uco.edu
   b. Or, click on the UCONNECT link on the main UCO website

2. Log on with your computer username and password
3. Click on the Employee link

4. Click on the Electronic Regulatory Consent link under Tax Forms
5. Check the box for each document you wish to access online

6. Click the submit button
7. You should see the following message

Electronic Regulatory Consent

![Image of Electronic Regulatory Consent]

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and February 28 if Federal, State, or local income tax return and it is your responsibility to review the instructions for each state.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon term accessing this site and unchecking the, My Choice consent box, or providing written notification to the Human Resources office.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Update Resources or Payroll office.

Selection Criteria

<table>
<thead>
<tr>
<th>My Choice</th>
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<tbody>
<tr>
<td>Consent to receive W-2 electronically:</td>
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<tr>
<td>Consent to receive 1095-C electronically:</td>
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I understand the instructions provided to me for accessing and printing my electronic tax form.

Submit

8. To revoke your online consent uncheck the box for each document and select the submit button. You should see the following message.

Electronic Regulatory Consent

![Image of Electronic Regulatory Consent]

Electronic Statement consent has been revoked.

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

9. If you wish to receive your W-2 and 1095 electronically, you must submit your consent by January 10 of the following calendar year. Once W-2s and 1095s are processed, current employee who gave their consent will be able to view and print the earnings statements immediately.