Electronic Consent User Instructions

Sign up for electronic consent for both your W2's and your 1095-C forms. It's easy and it's convenient. Our estimated timeline is mid-January every year for release on-line for both forms. If you choose to not enroll on-line, Payroll will mail your paper tax forms to you by the last week of January. Please note that only benefits eligible employees will receive a 1095-C form.

You may revoke your consent and receive a paper copy form W2 or 1095-C by accessing BannerWeb and un-checking the consent box. Unless revoked by you, your consent stays valid for all subsequent tax years. Upon Termination you will not have access to self-service and paper copies of your W-2 and/or- 1095-C form will be mailed to your last known address on file.

The Payroll Office thanks you for going green!

Please follow the instructions below to enroll. If you have any questions, contact the Payroll Office at uiwpayroll@uiwtx.edu or (210) 805-5860.

1. From the UIW Website (http://www.uiw.edu/), click on
Cardinals Quicklinks/Navigate to Cardinal Apps

2. You will be directed to sign into your UIW account. Enter your password and you will be redirected to UIW My Apps. If you have issues signing on to Cardinal Apps, please contact the Help Desk. https://help.uiw.edu/support/home

3. Click on B9 Employee Services
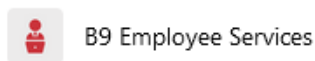
If you need assistance with resetting your password please contact the Help Desk

4. You will see your Employee Dashboard. Click on Taxes, Electronic Regulatory Consent.

5. Check the box under "My Choice" to consent to electronic W-2 and/or 1095-C (if applicable) and click Submit to save your consent.

Follow the steps below to access your W2 or 1095C when it become available on-line to access.

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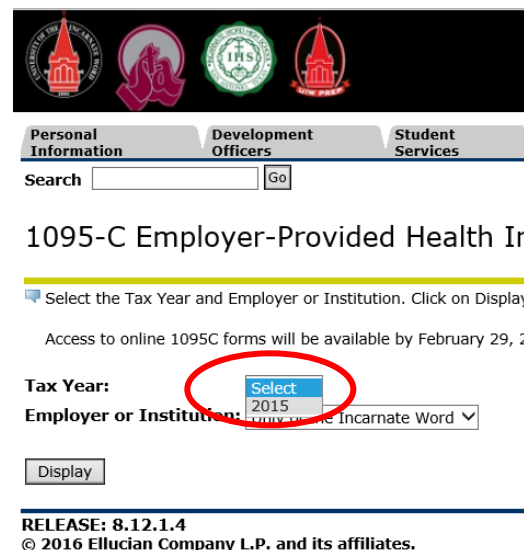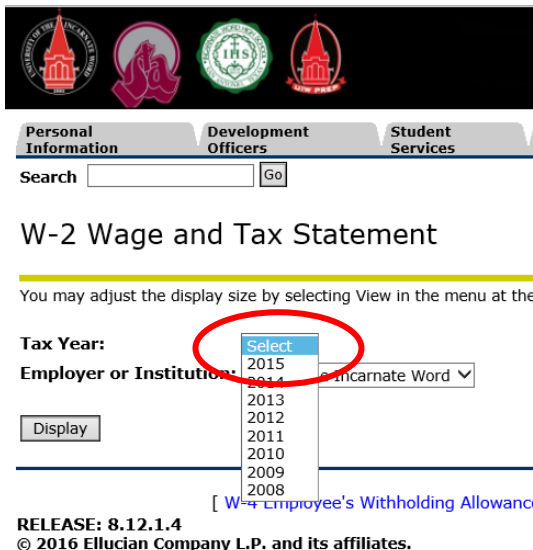

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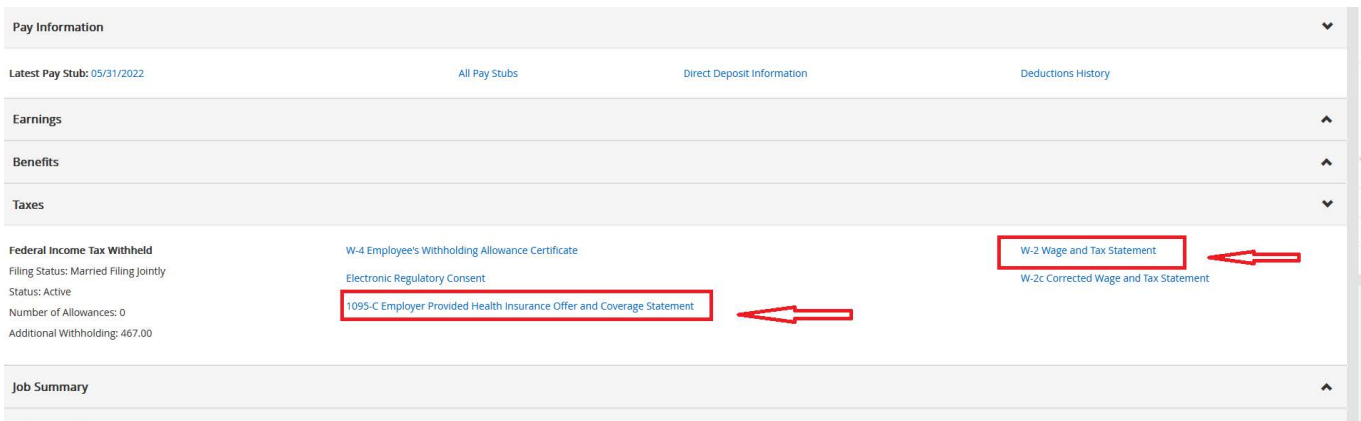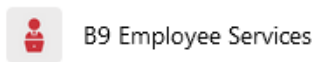
4. Select the tax year that you wish to view for your W-2 and 1095-C (if applicable)

5. Click on the button at the bottom of the screen to open the printable version.

15 State	Employer's state ID nur	22

Printable W-2   Printable 1095-C

6. Click on Help Text for information on how to print an approved format for different web

browsers and additional information on the tax form.

RETURN TO TAX MENU   SITE MAP   HELP   EXIT

Example:

W-2 Wage and Tax Statement

The W-2 Wage and Tax Statement page provides an electronic copy of your W-2 for the tax year and Employer or Institution selected. You may need to print multiple copies for submission to federal, state and local entities.

Browser printing instructions:

Internet Explorer on Windows set all Margins to .5 and remove Page Setup for Headers & Footers

Chrome on Windows set Left and Right Margins to .2 and remove Page Setup for Headers & Footers