

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!

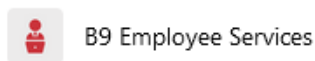
Please follow the instructions below to enroll. If you have any questions, contact the Payroll Office at uiwpayroll@uiwtx.edu or (210) 805-5860.

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.

The screenshot shows the Employee Dashboard interface. At the top, there is a navigation bar with "Employee Dashboard" and "My Profile" buttons. Below this, a "Leave Balances as of 06/02/2022" section displays various leave types and their balances. The main content area is divided into several sections: "Pay Information", "Earnings", "Benefits", and "Taxes". The "Taxes" section is highlighted with a red box, and a red arrow points to it from the left. Below the "Taxes" section, there are links for "Federal Income Tax Withheld", "W-4 Employee's Withholding Allowance Certificate", "W-2 Wage and Tax Statement", and "Electronic Regulatory Consent". The "Electronic Regulatory Consent" link is also highlighted with a red box. On the right side of the dashboard, there is a "My Activities" sidebar with several buttons and links.

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.

The screenshot shows the BannerWeb "Electronic W-2 Consent" page. At the top, there is a navigation bar with "Personal Information", "Faculty Services", and "Employee Services" tabs. Below this, there is a search bar and a "Go" button. The main content area is titled "Electronic W-2 Consent" and contains several paragraphs of text explaining the consent process. A red box highlights the "Selection Criteria" section, which includes the following text:

Selection Criteria

My Choice

Consent to receive W-2 electronically:

Consent to receive 1095-C electronically:

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

Submit

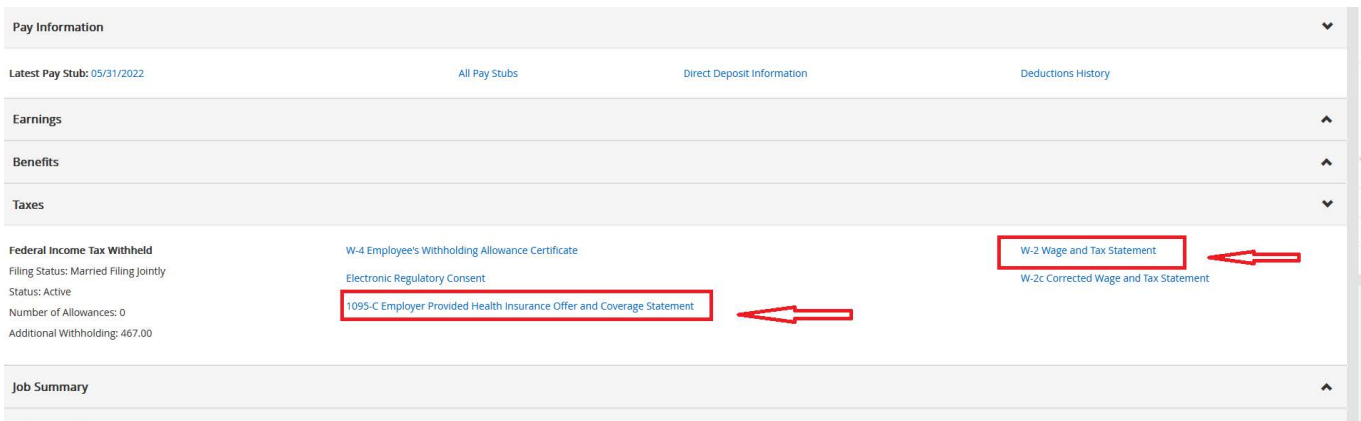
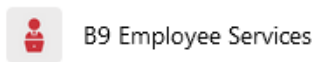
Follow the steps below to access your W2 or 1095C when it become available on-line to access.

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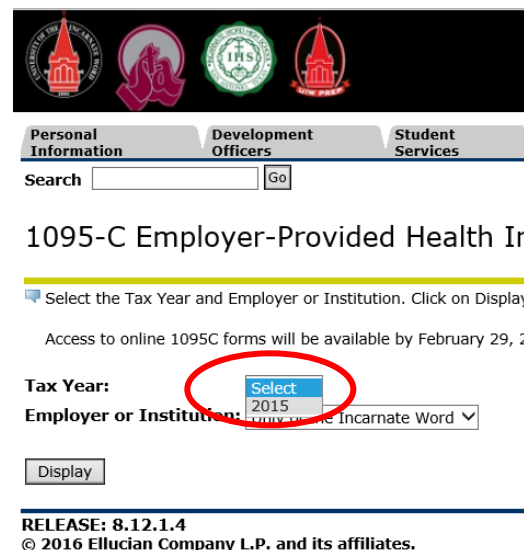
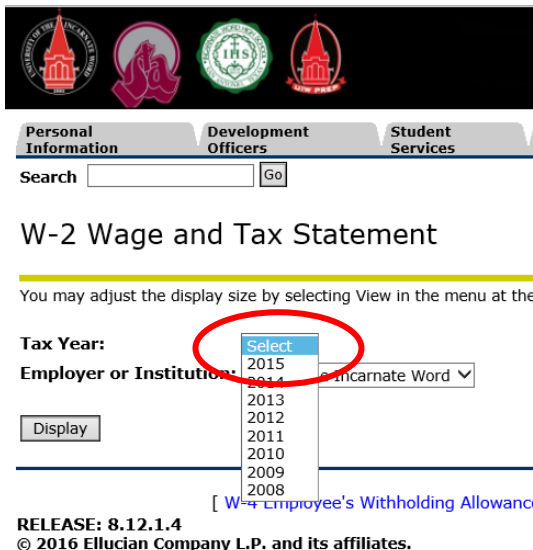


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3. Click on B9 Employees Services



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 num	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