

Electronic Consent User Instructions

It is time to 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 for release online! If you choose to not enroll online 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 1 095-C by accessing BannerWeb and unchecking 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.

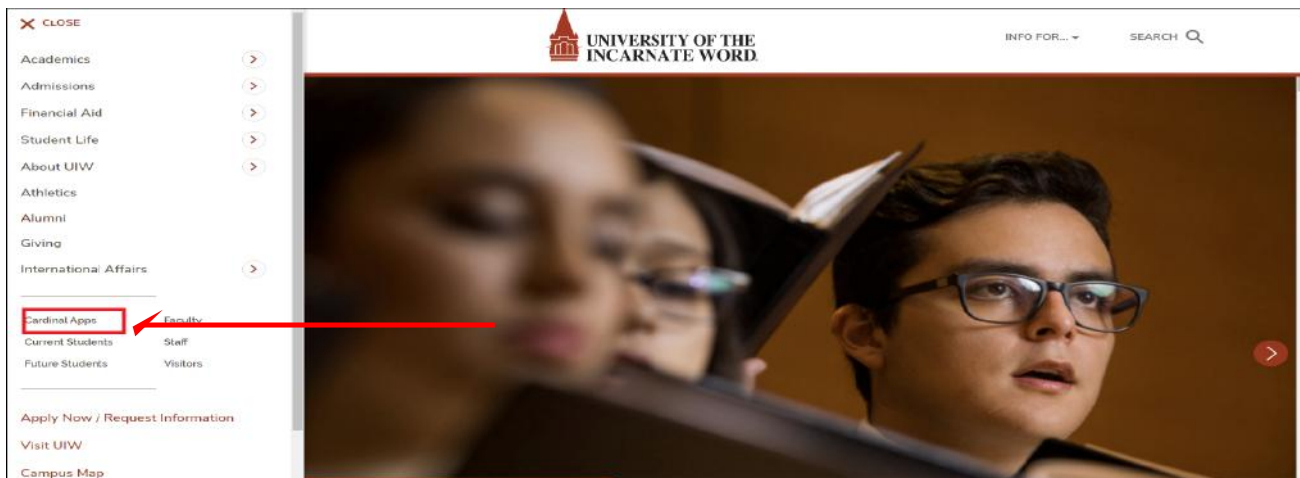
The Payroll Office thanks you for going green!

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

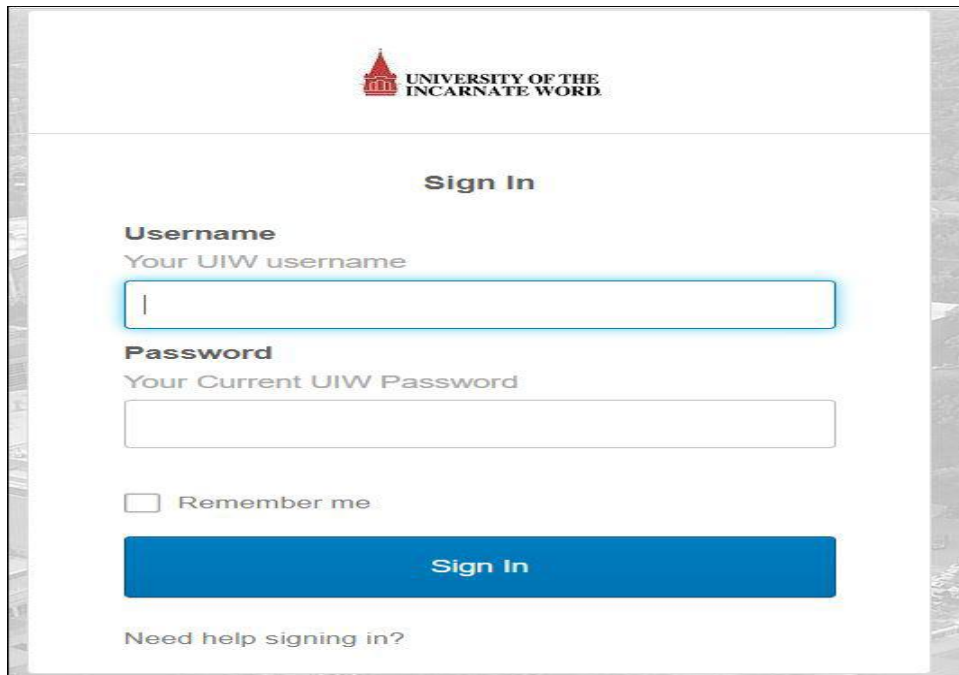
1. From the UIW Website (<http://www.uiw.edu/>), click on menu



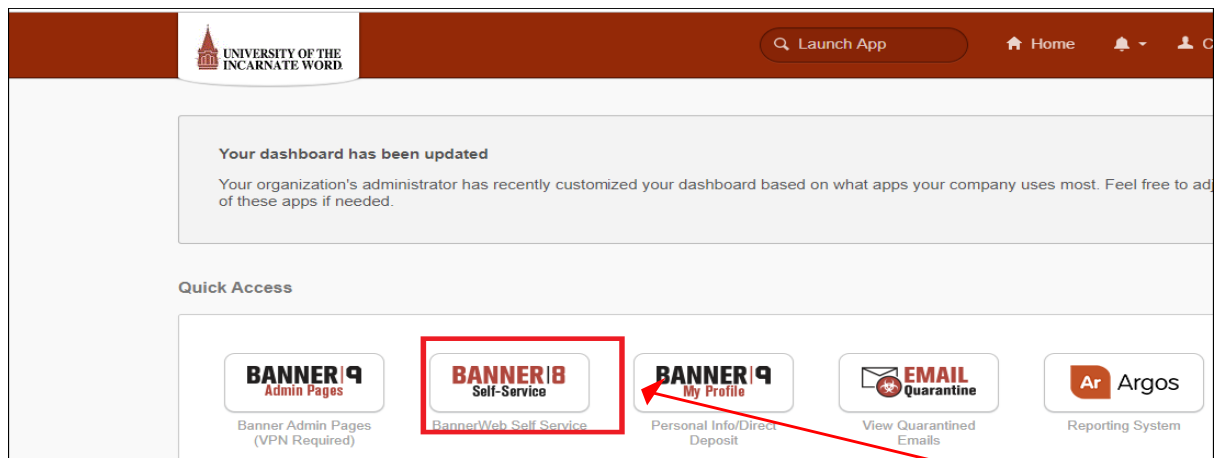
2. Navigate to Cardinal Apps



3. After signing on to Cardinal Apps/ Select Banner 8/Self Service App and sign on to Banner Web

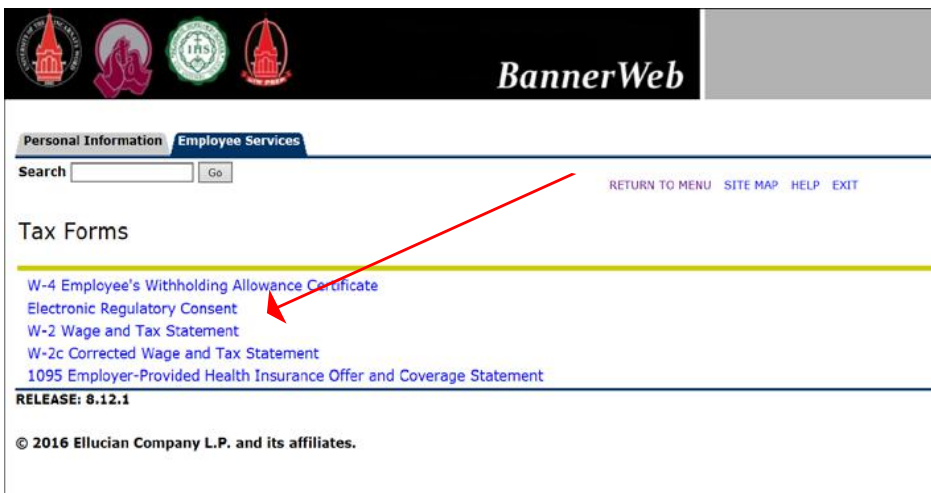
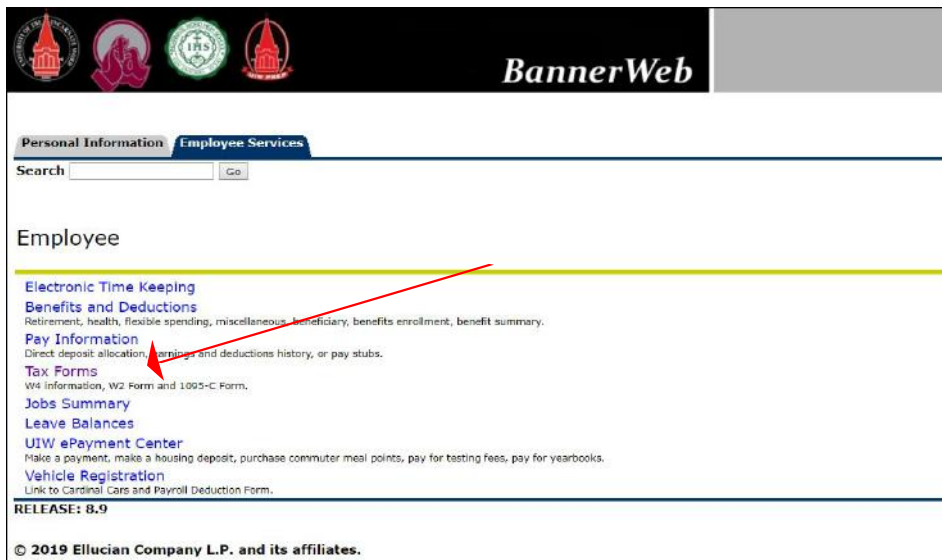


The image shows the sign-in page for the University of the Incarnate Word. At the top is the university's logo and name. Below that is a "Sign In" heading. The form includes a "Username" field with the prompt "Your UIW username" and a "Password" field with the prompt "Your Current UIW Password". There is a "Remember me" checkbox and a blue "Sign In" button. At the bottom, there is a link that says "Need help signing in?".




If you need assistance with resetting your password please contact the Help Desk

- Under Employee Services Tab, select Tax forms then select 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.



BannerWeb

[Personal Information](#) [Faculty Services](#) [Employee Services](#)

Search

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent 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 a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

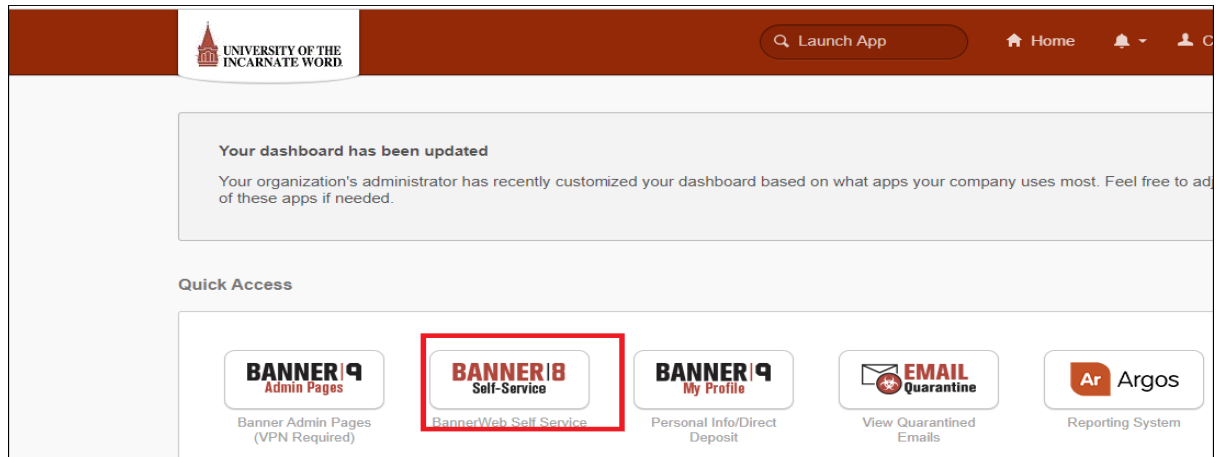
A paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Payroll office.

Selection Criteria	
	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

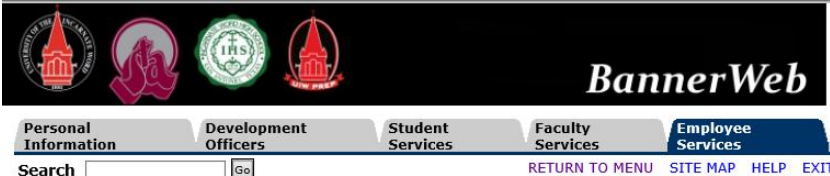
I understand the instructions provided to me for for accessing and printing my electronic tax forms.

Follow the steps below to access your W-2 and/or 1095-C when it becomes available online.

1. Access BannerWeb through Cardinals App/Banner Self Service, select Employee Services Tab, then select Tax Forms



2. Select "W-2 Wage and Tax Statement" to access your W-2 and "1095 Employer-Provided Health Insurance Offer and Coverage Statement" to access you 1095-C (if applicable).



BannerWeb

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Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Tax Forms

[W-4 Employee's Withholding Allowance Certificate](#)


[W-2 Wage and Tax Statement](#) ← **W-2**

[W-2c Corrected Wage and Tax Statement](#)

[1095 Employer-Provided Health Insurance Offer and Coverage Statement](#) ← **1095-C**

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




W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the

Tax Year: **Employer or Institution:**

Tax Year: **Employer or Institution:**

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1095-C Employer-Provided Health Insurance Statement

Select the Tax Year and Employer or Institution. Click on Display

Access to online 1095C forms will be available by February 29, 2015

Tax Year: **Employer or Institution:**

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4. 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

5. 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