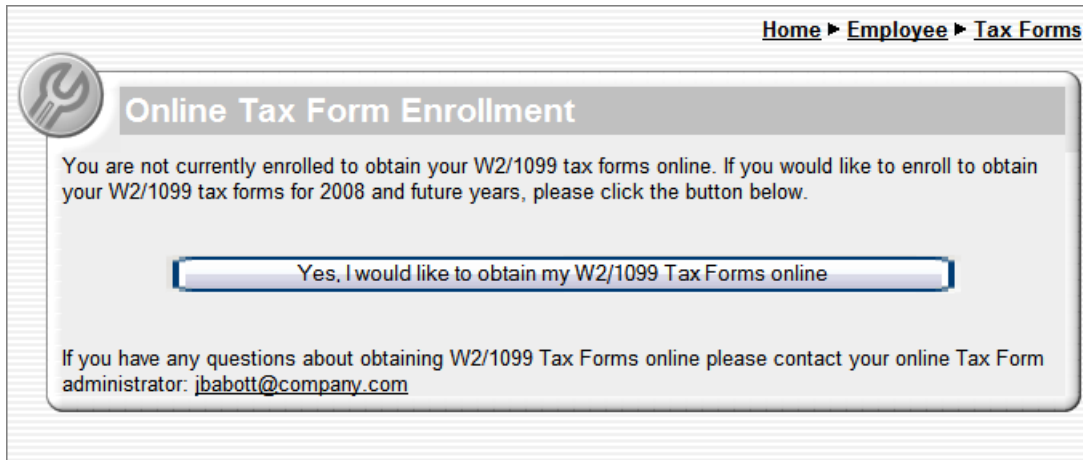
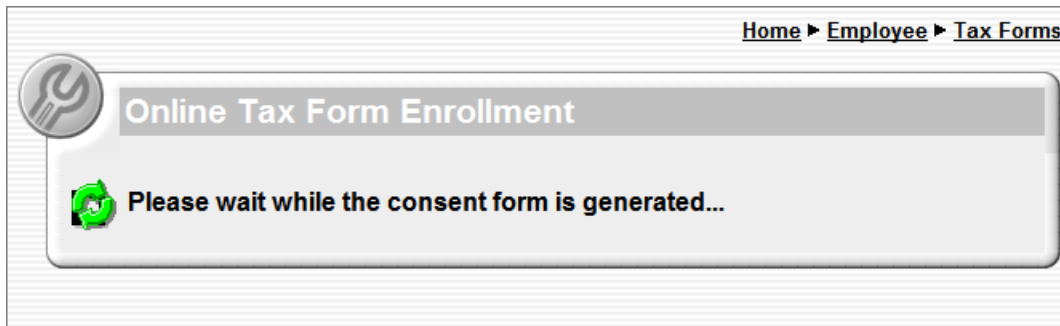


Figure 2: Online Tax Form Enrollment



3. To enroll, click the *Yes, I would like to obtain my W2/1099 Tax Forms online* button. The system informs you it is creating a consent form:

Figure 3: Consent running



The process may take several minutes. Once the consent document is done, the system displays the “Online Tax Form Consent Disclosure Document” PDF within the browser. It includes all the necessary enrollment information.

4. Read the consent document
5. To officially provide consent, click on the link at the end of the document to enroll:

Figure 4: Consent link to enroll

- A consent form (this form) will then be generated and displayed for you. Please be patient while the form is generated. The form will be displayed as a PDF document.

- Read the consent form carefully to understand its contents.

- Down at the bottom of the form, click providing consent for accessing tax forms online to provide your consent.

- An Email will be sent informing you that you are now enrolled.

Once enrolled, you may view your tax forms in the company's Employee Self Service. Once you have logged into Employee Self Service, click on the Tax Forms option from the Employee menu. A list of all available tax forms will be displayed. To view a tax form document, click on the View link for that document. The document will be displayed in the browser as a PDF document. To print the tax form document click on the printer icon in the PDF file.

You can click on this link to enroll

If you wish to enroll at this time please click on the link below or type the link below into the address bar of the same Web Browser window that opened this consent form.

<https://www4.payentry.com/ee/util/taxFormVerification.asp>


If you do not wish to enroll at this time please click on the link below or type the link below into the address bar of the same Web Browser window that opened this consent form.

<https://www4.payentry.com/ee/util/taxFormEnrollment.asp>


The system closes the form and displays a message that you have successfully enrolled for online tax forms:

Figure 5: Enrollment successful

Home ► Employee ► Tax Forms

 **Note**

- **Successful Consent**
You have successfully enrolled. You may now obtain your W2/1099 Tax Forms online.

 **Online Tax Form Enrollment**

You are currently enrolled to obtain your W2/1099 tax forms online. If you do not wish to be enrolled to obtain your W2/1099 tax forms for 2008 and future years, please click the button below.

If you have any questions about obtaining W2/1099 Tax Forms online please contact your online Tax Form administrator: jbabott@company.com

Now that you have enrolled, you can view any of your tax forms that your company has generated and posted online.

Anytime your enrollment status changes, you will be sent a notification via e-mail.

Retrieving Your Tax Forms

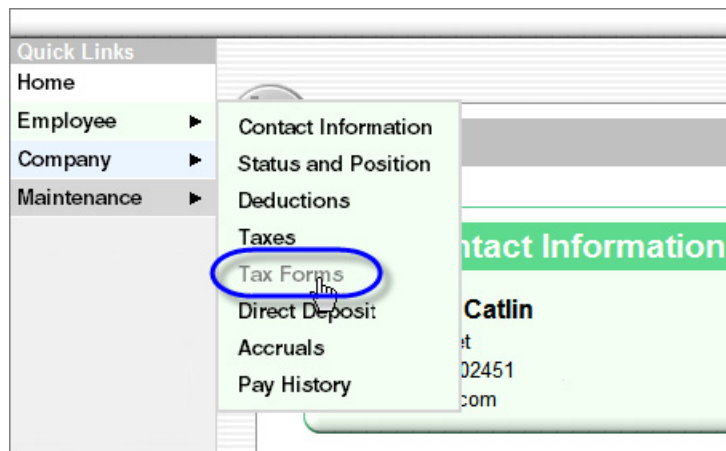
After the tax form has been reviewed by your company, it “releases” the form to you. At that point, you can see the tax form included in the *Tax Forms* section.

By default, the *Tax Forms* section is not displayed on your My Home Page. You can configure your home page to include it

To view your online tax forms, perform the following steps:

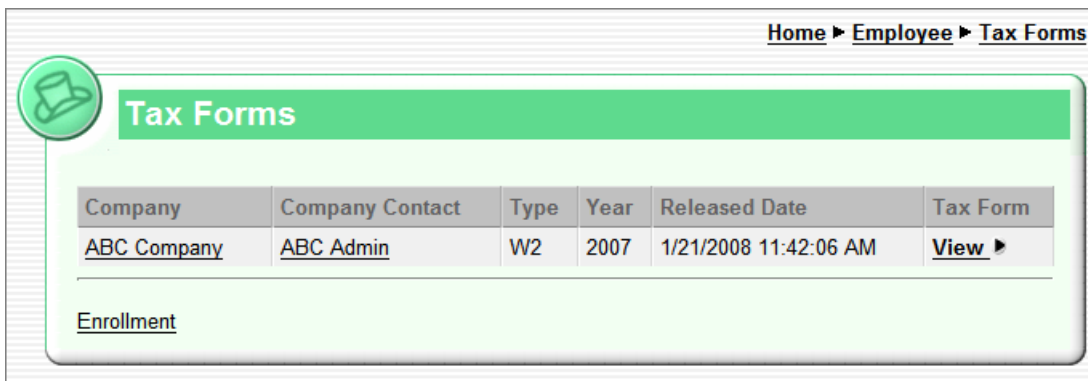
1. Log into Employee Self Service (ESS).
2. From the *Quick Links* menu on the left, select **Employee > Tax Forms**:

Figure 6: Tax Forms option



The system displays the Tax Forms page that includes your online tax forms:

Figure 7: Tax Forms page



The columns of the *Tax Forms* section (more rows are added for each year) are as follows:

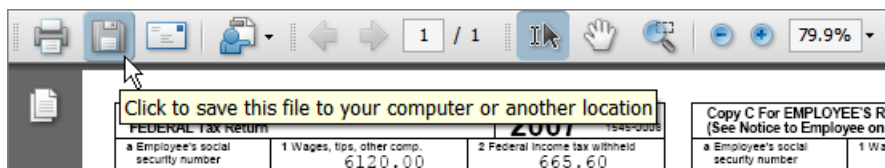
Company Contact The name of your company’s tax form administrator.

The name is also a link that, if you click it, brings up an e-mail addressed to the administrator. You can then fill in the Subject line and body of the e-mail and send it to the tax form administrator.

- Type** The kind of tax form: W-2 or 1099.
- Year** The year of the tax form. All tax forms must be available for at least three years.
- Released Date** The date on which the tax form was released by your company so you could view it
- Tax Form** A link that displays a PDF of the tax form.

3. Click the **View** link in the *Tax Form* column to display your tax form as a PDF in the browser.
4. Save the form to your hard drive by clicking the diskette icon in the PDF toolbar:

Figure 8: Saving the PDF



If you wish to un-enroll, click on the **Enrollment** link just below the *Tax Forms* section.

Note

In the event an employee is separated from the company, the tax form will be continue to be provided online for three years.

