



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Electronic Consent of Year-End Forms

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Electronic Consent of Year-End Forms

Overview

Employees may choose to receive their year-end forms electronically. It is recommended for employees to complete their online consent by Dec. 31.

The consent status carries over annually, unless the employee changes their selection.

The advantages of online consent:

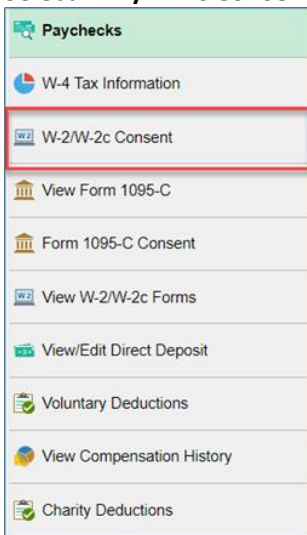
- Quicker access to year-end forms (earlier than those received via mail).
- Access to online year-end forms prevents misplacement (mailed forms can be misplaced).
- Year-end forms are available on any device with an internet connection.
- Year-end forms are available to print or reprint as much as necessary.
- Employees can retrieve the year-end forms at any time.
- Year-end forms will remain online for multiple years.

W-2/W-2C Electronic Consent

Navigation Dashboard: Employee Self Service; Tile: My Pay

To submit electronic consent for W-2/W2c:

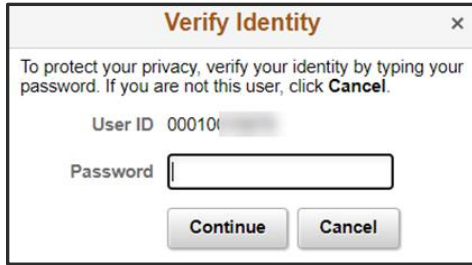
1. Select **W-2/W-2c Consent** in the left-hand menu.



2. Select the ***I consent to receive W-2 or W-2c forms electronically*** checkbox.

A screenshot of the 'W-2/W-2c Consent' form. The form title is 'W-2/W-2c Consent'. Below the title, it says 'You currently receive W-2 or W-2c paper forms by mail'. A paragraph follows: 'You must complete this consent form to receive electronic W-2 or W-2c forms. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. If you have any questions, please contact your Payroll Administrator.' At the bottom, there is a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically' which is checked. A green 'Submit' button is located at the bottom left of the form area.

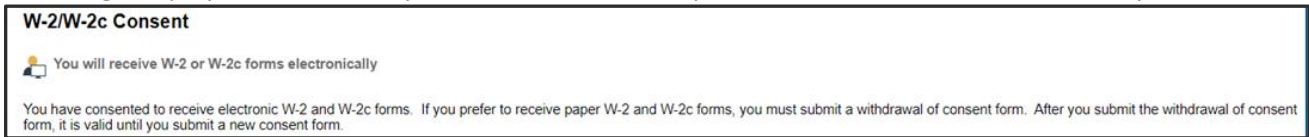
3. Select **Submit**.
4. Enter your CAPPS password in the pop-up window to verify your identity.



The image shows a 'Verify Identity' pop-up window. At the top, it says 'Verify Identity' with a close button (X). Below that, a message reads: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.' There is a 'User ID' field with the value '00010' and a masked password field. Below the password field are two buttons: 'Continue' and 'Cancel'.

5. Select **Continue**.

A message displays that confirms your consent to receive your W-2 or W-2C forms electronically.



The image shows a 'W-2/W-2c Consent' message box. It contains an icon of a person and a document, followed by the text: 'You will receive W-2 or W-2c forms electronically'. Below this, a larger block of text reads: 'You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.'

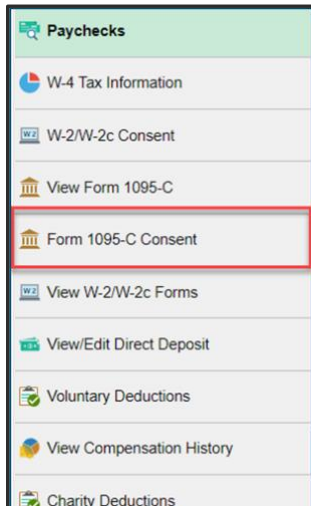
Note: To rescind consent for electronic delivery of W-2 or W-2C forms, submit a **Withdrawal of Consent** form to your agency's Human Resources department.

Form 1095-C Electronic Consent

Navigation
Dashboard: Employee Self Service; **Tile:** My Pay

To submit an electronic consent for Form 1095-C:

1. Select **Form 1095-C Consent** in the left-hand menu.



The image shows a vertical list of menu items. The items are: 'Paychecks', 'W-4 Tax Information', 'W-2/W-2c Consent', 'View Form 1095-C', 'Form 1095-C Consent', 'View W-2/W-2c Forms', 'View/Edit Direct Deposit', 'Voluntary Deductions', 'View Compensation History', and 'Charity Deductions'. The 'Form 1095-C Consent' item is highlighted with a red border.

2. Select the **I consent to receive Form 1095-C electronically** checkbox.

3. Select **Submit**.
4. Enter your CAPPS password in the pop-up window to verify your identity.

5. Select **Continue**.

A message displays that confirms your consent to receive your IRS 1095-C forms electronically.

Note: To rescind consent for electronic delivery of W-2 or W-2C forms, submit a ***Withdrawal of Consent*** form to your agency’s Human Resources department.

Revision History

Date	Description of Change	Changed By
Oct. 1, 2024	Initial release.	S. Aviles