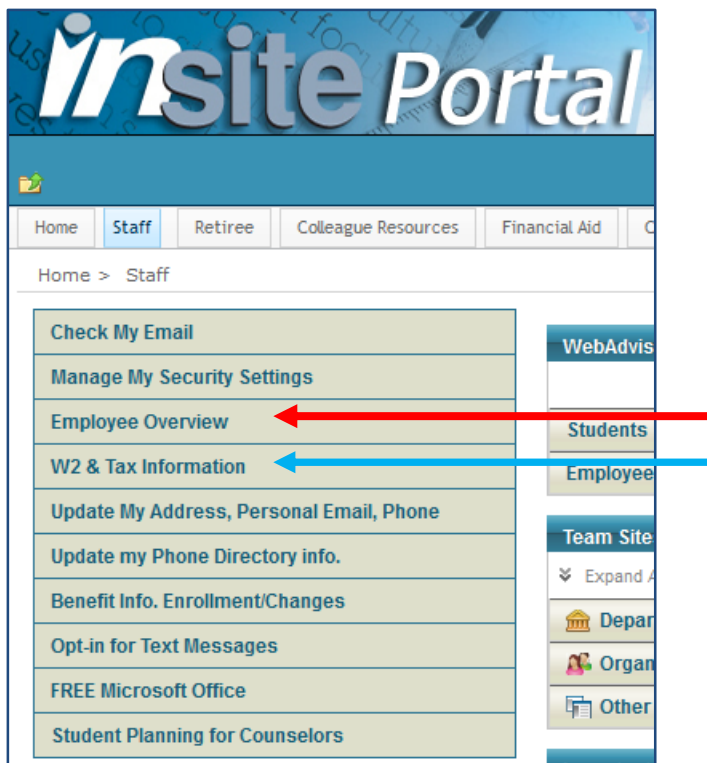
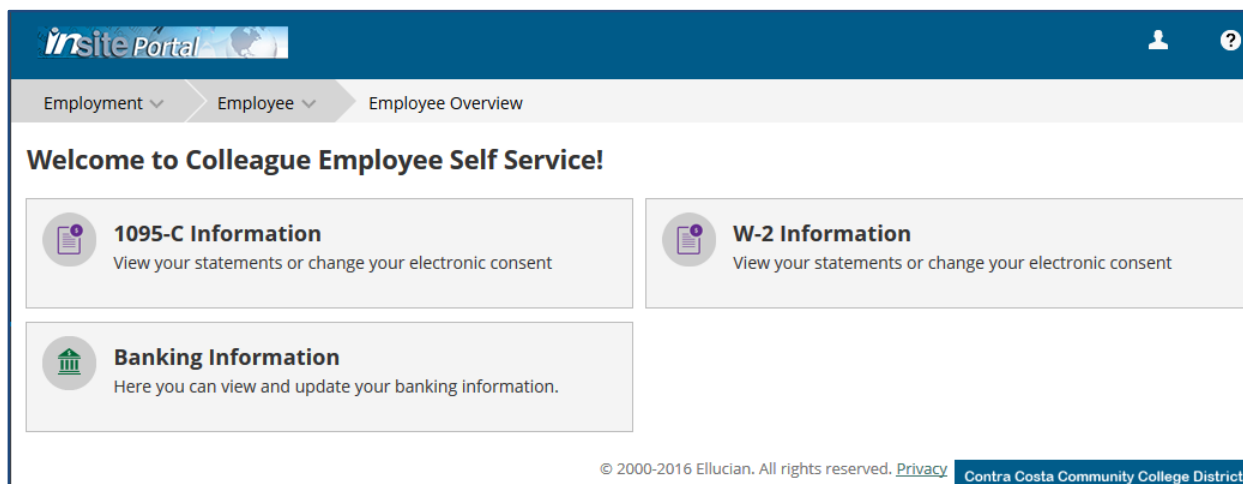


Viewing and Printing W-2 and 1095-C Forms Online

You may now view and print your W-2 and 1095-C statements electronically in an IRS-compliant PDF via Insite Portal. The portal menu contains quick-links to the options to consent, view and print these important tax documents.



The quick link above with the red arrow presents a menu similar to the one below. Additional options will appear as they are added. Click on the correct option shown below to access the desired tax form.



The quick link above with the blue arrow takes you to one of the two tabs, **W-2 Information** or **1095-C Information**. From there you can navigate to the option desired if the one you want is not selected.

Viewing and Printing W-2 and 1095-C Forms Online

The 1095-C Information menu option presents the form issued to “certain employees of Applicable Large Employers subject to the employer shared responsibility provision of the Affordable Care Act”. The 1095-C Tax Information form includes the current consent status, consent history and list of 1095-C statements for each tax year available.

The screenshot shows the 'inSite Portal' interface. The breadcrumb trail is 'Employment > Employee > Tax Information'. The main heading is 'Tax Information'. There are two tabs: '1095-C Information' (selected) and 'W-2 Information'. A message states: 'You have opted to receive your 1095-C in electronic format.' with a 'Change Preferences' button. Below this is a green box with a checkmark and the heading 'Receive my 1095-C only in electronic format'. The text inside reads: 'By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095-C statements until I remove my consent. I understand that I have the ability at any time to return to this form, remove my consent, and revert back to receiving my 1095-C in paper form through the mail.' Below this are two tables. The first table, '1095-C Statements', has columns 'Tax Year' and 'Notation'. It shows one entry for '2015' with a link to '2015 1095-C Statement'. The second table, 'Electronic 1095-C Consent History', has columns 'Date' and 'Consent Status'. It shows one entry for '3/30/2016 11:46:22 AM' with a status of 'Consent Given'. At the bottom, there is a copyright notice: '© 2000-2016 Ellucian. All rights reserved. Privacy' and the 'Contra Costa Community College District' logo.

All employees must give their consent in order to electronically view and print 1095-C statements. Once you consent to using this feature all future 1095-C statements will be available online only for viewing and printing, and will NOT be printed by the District Office. Click on the **[Change Preferences]** option to update your status. This expands the form to show both options.

The screenshot shows a dialog box titled 'Select an option below to set your preferences for receiving your electronic 1095-C:'. There are two radio button options. The first option, 'Receive my 1095-C only in electronic format', is selected. Its text reads: 'By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095-C statements until I remove my consent. I understand that I have the ability at any time to return to this form, remove my consent, and revert back to receiving my 1095-C in paper form through the mail.' The second option, 'Withhold my consent', is unselected. Its text reads: 'I choose to withhold my consent and understand by doing so that I will continue to receive a paper 1095-C statement. I also understand that by withholding my consent, I will not have access to current, prior or future 1095-C statements electronically. I understand that I have the ability at any time to return to this form and consent to view my 1095-C statements electronically.' At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

Viewing and Printing W-2 and 1095-C Forms Online

If you do not consent to use this feature you will not be able to view or print 1095-C statements online. Your selection remains on file until you change it.

All years that 1095-C statements are available for viewing and printing are listed, along with your consent history. To view your 1095-C statement for a calendar year, click on the year listed and a new window with the populated PDF form opens. You may then print the 1095-C statement on blank paper. The 1095-C form instructions print as well so if you have access to a duplex printer you may want to print the instructions on the back side of the form.

Note: *1095-C statements were first issued with the 2015 Calendar Year. No statements are available for years prior to 2015. If you do not see a 1095-C for 2015 or any other year then you were not required to receive one for that calendar year.*

The W-2 Information menu option presents the annual Wage and Tax Statement issued to each employee for tax preparation purposes. The W-2 Tax Information form includes the current consent status, consent history and list of W-2 statements for each tax year available.

The screenshot shows the 'in site Portal' header with a user profile icon. Below the header is a navigation bar with 'Employment', 'Employee', and 'Tax Information' tabs. The 'Tax Information' section is active, showing '1095-C Information' and 'W-2 Information' tabs. A message states: 'You have opted to receive your W-2 in electronic format.' with a 'Change Preferences' button. A green box contains a consent agreement: 'Receive my W-2 only in electronic format'. Below this are two tables: 'W-2 Statements' and 'Electronic W-2 Consent History'.

Tax Year	Notation
2015	2015 W-2 Statement
2014	2014 W-2 Statement
2013	2013 W-2 Statement
2012	2012 W-2 Statement

Date	Consent Status
12/8/2011 2:18:19 PM	Consent Given

Viewing and Printing W-2 and 1095-C Forms Online

All employees must give their consent in order to electronically view and print W-2 statements. Once you consent to using this feature all future W-2 statements will be available online only for viewing and printing, and will NOT be printed by the District Office. Click on the **[Change Preferences]** option to update your status. This expands the form to show both options.

Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form, remove my consent, and revert back to receiving my W-2 in paper form through the mail.

Withhold my consent

I choose to withhold my consent and understand by doing so that I will continue to receive a paper W-2 statement. I also understand that by withholding my consent, I will not have access to current, prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

If you do not consent to use this feature you will not be able to view or print W-2 statements online. Your selection remains on file until you change it.

All years that W-2 forms are available for viewing and printing are listed, along with your consent history. To view the W-2 statement for a calendar year, click on the year listed and a new window with the populated PDF form opens. You may then print the W-2 statement on blank paper. The W-2 form instructions print as well so if you have access to a duplex printer you may want to print the instructions on the back side of the form.

Note: *W-2s prior to Calendar Year 2010 are not available with this option. If you need a copy of a prior year's W-2, or if you do not consent to use this new electronic form, you will need to contact the Payroll Department at the District Office and have a paper copy sent to you.*
