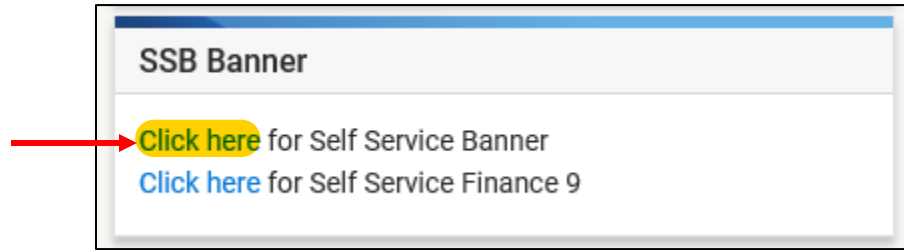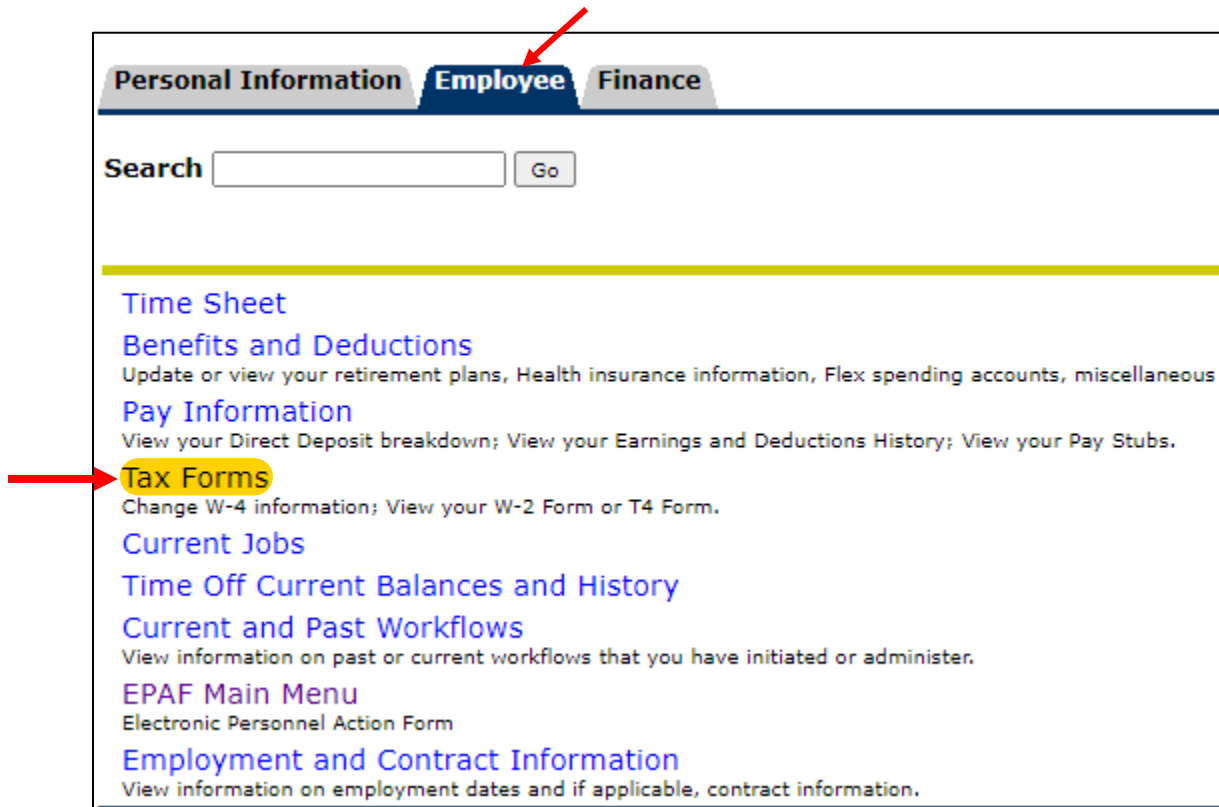# STOCKTON UNIVERSITY

ELECTRONIC W-2 & 1095-C CONSENT FORM
Payroll Office

1) Log into the Stockton portal and click on the Employee tab

2) Locate the SSB Banner section on the left-hand side and click on the link for Self Service Banner
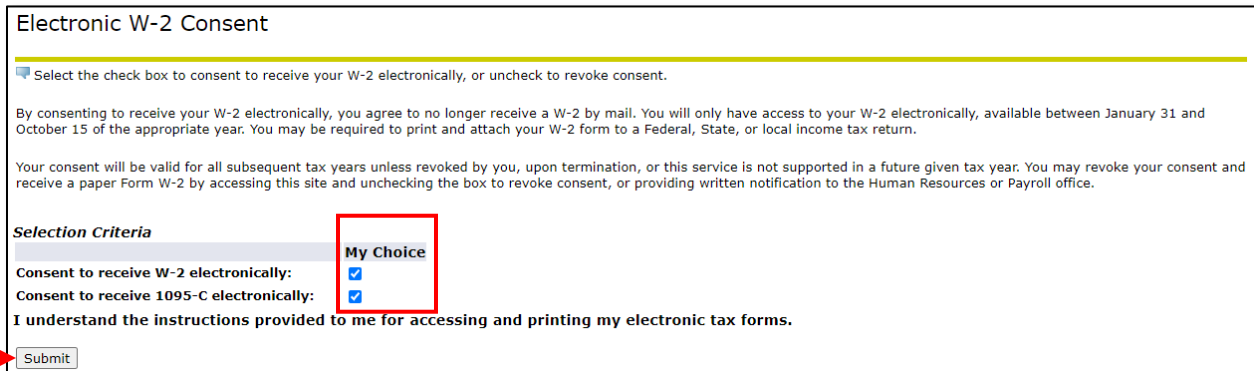

3) Click on the Employee tab, then click on Tax Forms

4) Click on Electronic W-2 Consent

Tax Forms

W-4 Employee's Withholding Allowance Certificate
Electronic W-2 Consent
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement
1095 Employer-Provided Health Insurance Offer and Coverage Statement

5) Select the check box to Consent to receive W-2 and/or the check box to Consent to receive 1095-C electronically, then click Submit
(NOTE: The software will not return a confirmation after clicking the Submit button)

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 no longer receive a W-2 by mail. You will only have access to your W-2 electronically, available between January 31 and October 15 of the appropriate year. 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 Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	☑
Consent to receive 1095-C electronically:	☑

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

Submit