

## Human Resources

### New Tax Form Fulfillment Vendor – W-2/1095c

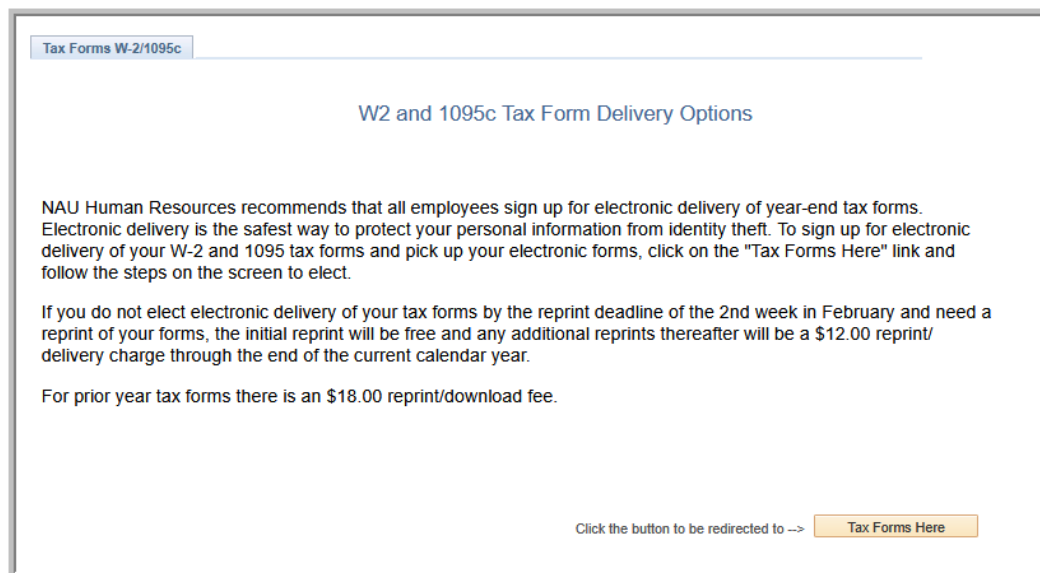
#### **EMPLOYEE ACTION REQUIRED**

All employees must make a new election to receive a W-2 and/or 1095c electronically.

Regardless of any previous election to get your 2020 tax forms electronically you must make a new request by following six steps outlined below. For all active employees we offer single sign on directly through LOUIE HR.

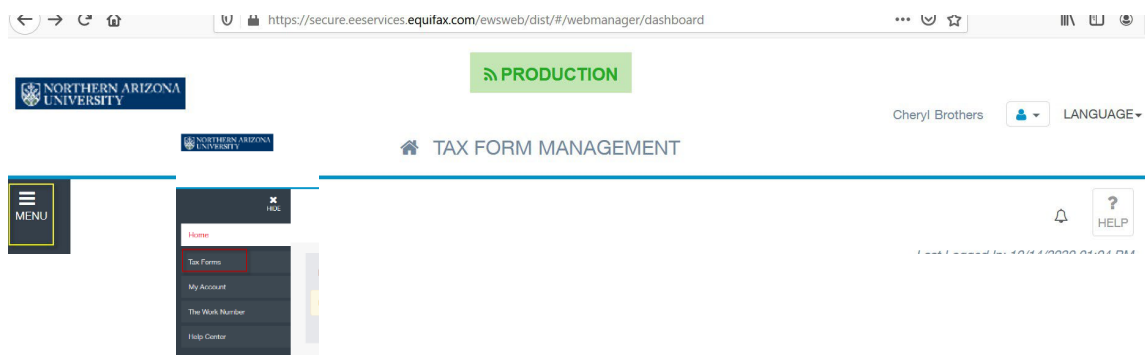
Step 1:

Sign into LOUIE HR – Payroll and Compensation – Tax Forms W-2/1095c Select “Tax Forms Here”  
button



Step 2:

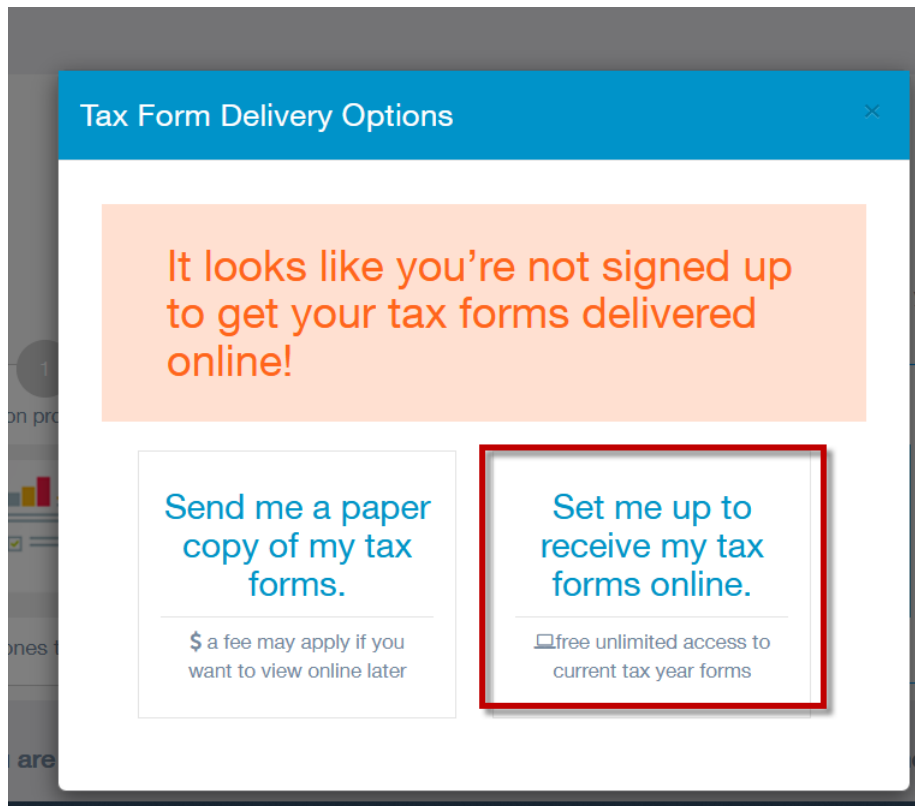
You will be taken to the following page – Select Menu and then Tax forms – NOTE NAU logo will be updated on 12/18/2020



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Step 3:

Select the method of delivery – Paper or Electronic (if you don't make an election the forms will automatically be mailed to you) – This is a pop up window



**Tax Form Delivery Options**

It looks like you're not signed up to get your tax forms delivered online!

**Send me a paper copy of my tax forms.**

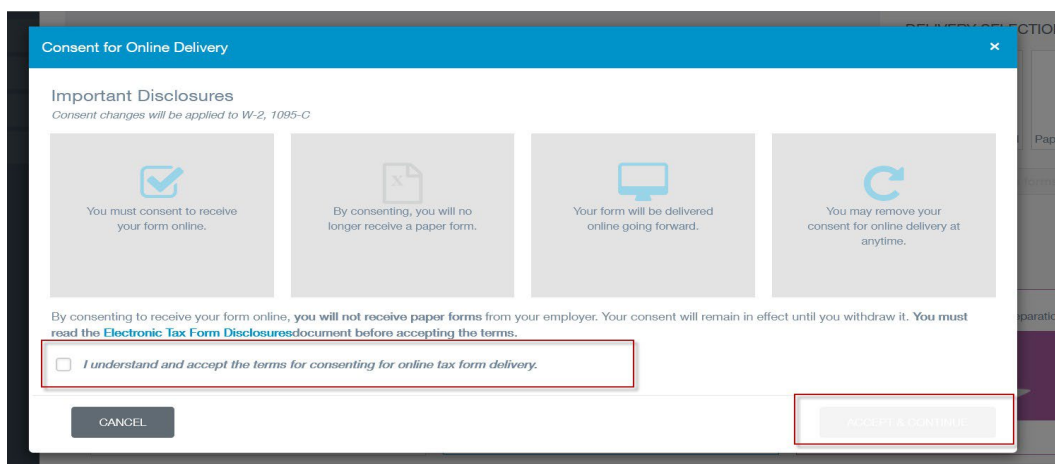
\$ a fee may apply if you want to view online later

**Set me up to receive my tax forms online.**

free unlimited access to current tax year forms

Step 4:

If you choose electronic delivery – review, acknowledge and accept the terms



**Consent for Online Delivery**

**Important Disclosures**  
Consent changes will be applied to W-2, 1095-C

You must consent to receive your form online.

By consenting, you will no longer receive a paper form.

Your form will be delivered online going forward.

You may remove your consent for online delivery at anytime.

By consenting to receive your form online, you will not receive paper forms from your employer. Your consent will remain in effect until you withdraw it. You must read the **Electronic Tax Form Disclosures** document before accepting the terms.

☐ I understand and accept the terms for consenting for online tax form delivery.

CANCEL

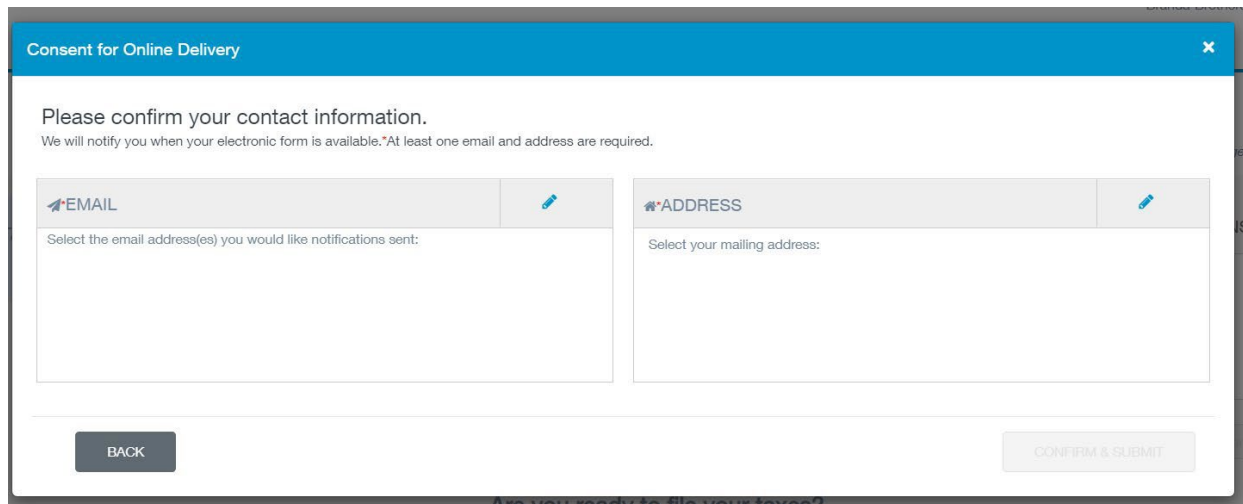
ACCEPT & CONTINUE

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### Step 5:

Update or add an email address, you may have multiple email addresses both NAU and personal. You will need to provide a mailing address for validation purposes. This is required regardless of your election.

Select the pencil Icon to add email address and add a mailing address. Then confirm



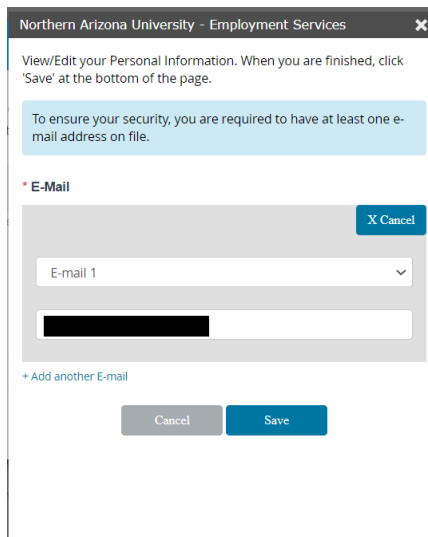
**Consent for Online Delivery**

Please confirm your contact information.  
We will notify you when your electronic form is available.\*At least one email and address are required.

EMAIL	ADDRESS
Select the email address(es) you would like notifications sent:	Select your mailing address:

BACK CONFIRM & SUBMIT

### Email edit screen



Northern Arizona University - Employment Services

View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.

To ensure your security, you are required to have at least one e-mail address on file.

\* E-Mail

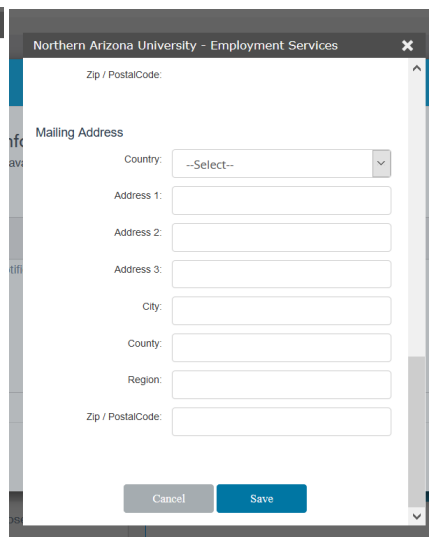
X Cancel

E-mail 1

+ Add another E-mail

Cancel Save

### Mailing address screen



Northern Arizona University - Employment Services

Zip / PostalCode:

Mailing Address

Country: --Select--

Address 1:

Address 2:

Address 3:

City:

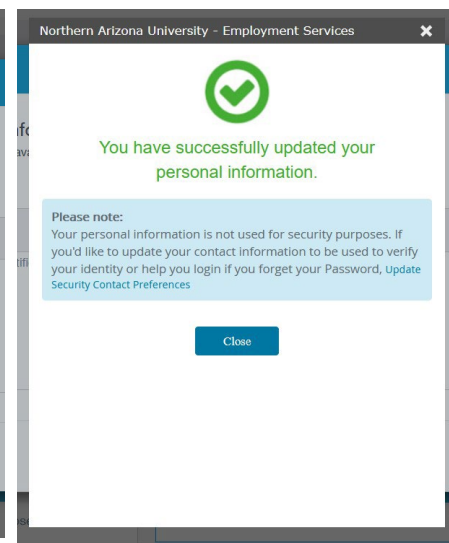
County:

Region:


Zip / PostalCode:

Cancel Save

### Confirmation updated



Northern Arizona University - Employment Services



You have successfully updated your personal information.

Please note:  
Your personal information is not used for security purposes. If you'd like to update your contact information to be used to verify your identity or help you login if you forget your Password, update Security Contact Preferences

Close

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Step 6:

Once you have added the required email and mailing information you will confirm and submit.

The screenshot shows a web form titled "Consent for Online Delivery" with a close button (X) in the top right corner. The main heading is "Please confirm your contact information." followed by a note: "We will notify you when your electronic form is available.\*At least one email and address are required." Below this, there are two side-by-side sections. The left section is titled "EMAIL" and contains the text "Select the email address(es) you would like notifications sent:" followed by a green checkmark icon and a blacked-out email address. The right section is titled "ADDRESS" and contains the text "Select your mailing address:" followed by a green checkmark icon and a blacked-out address. At the bottom left is a "BACK" button, and at the bottom right is a "CONFIRM & SUBMIT" button, which is highlighted with a red rectangular box. Below the form, a partial question "Are you ready to file your taxes?" is visible.

Once submitted you will receive an email from [ClientServices@mytaxform.com](mailto:ClientServices@mytaxform.com) to confirm your submission and election.

The screenshot shows the same "Consent for Online Delivery" form, but now it displays a success message: "Request successfully processed" in green text with a green checkmark icon. Below this, it says "You will now receive your form online." In the center, there is a circular graphic containing a PDF icon and the text "System Requirements: You will need an Adobe PDF reader to view your forms." with a "Test Now" link. The "CONFIRM & SUBMIT" button is no longer visible.