Receive my W-2/1095c Tax Forms Electronically

1. Log into http://www.mytaxform.com/

2. Enter Company ID: 13889 – and Log in

3. Register as a new user

4. Enter required Information for identification purposes – Required information is noted with an asterisk *. Because this is a tax form portal you will be required to provide your SSN for validation.
5. A one-time passcode to verify your account information will be sent to either the phone or email provided previously.

6. Enter the Passcode sent and continue

7. Create your personal User ID and Password
8. Select if you use the device often to make logging in easier.

9. The “Tax Form Delivery Options” box will pop up – select the delivery option of “send me a paper copy” or “set me up to receive my tax forms online”

10. If receiving forms electronically acknowledge terms and confirm submission
11. You will need to confirm your contact information by adding an email or emails and by adding your mailing address (you must enter both)

Once Entered please select the email address and the mailing address and “Confirm & Submit”
12. You will receive a pop-up confirmation that your request has been processed