

Electronic Consent User Instructions

Sign up for electronic consent for both your W2's and your 1095-C forms. It's easy and it's convenient. Our estimated timeline is mid-January every year for release on-line for both forms. If you choose to not enroll on-line, Payroll will mail your paper tax forms to you by the last week of January. Please note that only benefits eligible employees will receive a 1095-C form.

You may revoke your consent and receive a paper copy form W2 or 1095-C by accessing BannerWeb and un-checking the consent box. Unless revoked by you, your consent stays valid for all subsequent tax years. Upon Termination you will not have access to self-service and paper copies of your W-2 and/or- 1095-C form will be mailed to your last known address on file, your Permanent and Taxes address would be used for mailing purposes.

The Payroll Office thanks you for going green! Please follow the instructions below to enroll. If you have any questions, contact the Payroll Office at uiwpayroll@uiwtx.edu or (210) 805-5860.

1. From the UIW Website (<http://www.uiw.edu/>), click on Cardinals Quicklinks/Navigate to Cardinal Apps



2. You will be directed to sign into your UIW account. Enter your password and you will be redirected to UIW My Apps. If you have issues signing on to Cardinal Apps, please contact the Help Desk. <https://help.uiw.edu/support/home>

3. Click on B9 Employee Services




B9 Employee Services

If you need assistance with resetting your password please contact the Help Desk

4. You will see your Employee Dashboard. Click on Taxes, Electronic Regulatory Consent.

[Employee Dashboard](#)

Employee Dashboard

[My Profile](#)

Leave Balances as of 06/02/2022

Vacation in hours	143.33	Sick Leave in hours	480.00	Jury in hours	
Bereavement in hours	0.00				

Pay Information

Latest Pay Stub: 05/31/2022All Pay StubsDirect Deposit InformationDeductions History

Earnings

Benefits

Taxes ←

Federal Income Tax Withheld

Filing Status: Married Filing JointlyStatus: ActiveNumber of Allowances: 0Additional Withholding: 467.00

W-4 Employee's Withholding Allowance Certificate
Electronic Regulatory Consent
1095-C Employer Provided Health Insurance Offer and Coverage Statement

W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement

My Activities

Approve Current

Approve Future L

1094 Tax Receipt

Employee Menu

5. Check the box under “My Choice” to consent to electronic W-2 and/or 1095-C (if applicable) and click Submit to save your consent.

[Employee Dashboard](#) • [Electronic Regulatory Consent](#)

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement 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 paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information via the MyProfile App

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

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

Submit

[Return To Tax Forms Menu](#)

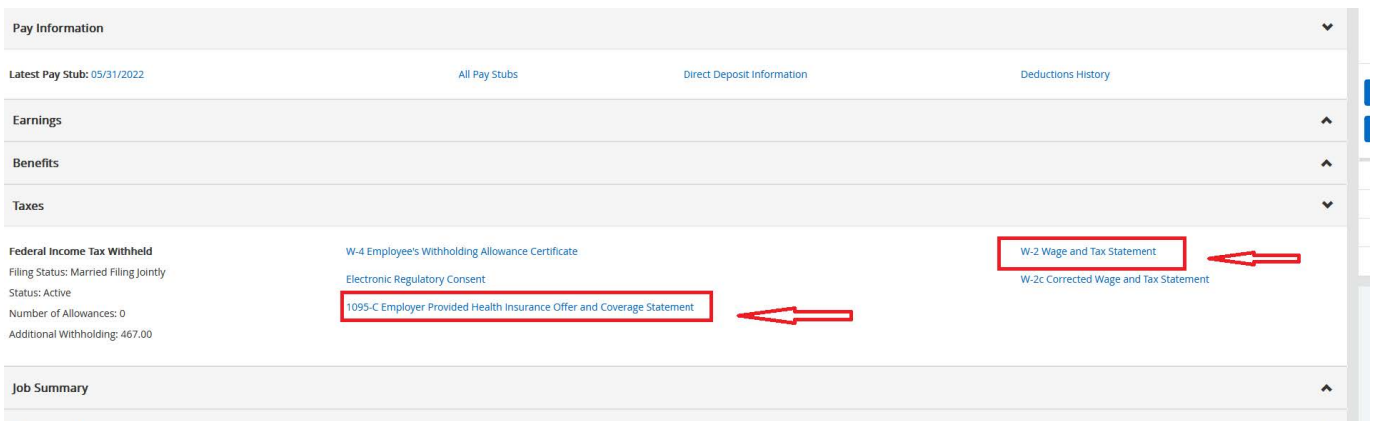
Steps to Access Your Previous Years or Current W2/1095C (when it becomes available on-line)

1. From the UIW Website (<http://www.uiw.edu/>), click on Cardinals Quicklinks/Navigate to Cardinal Apps

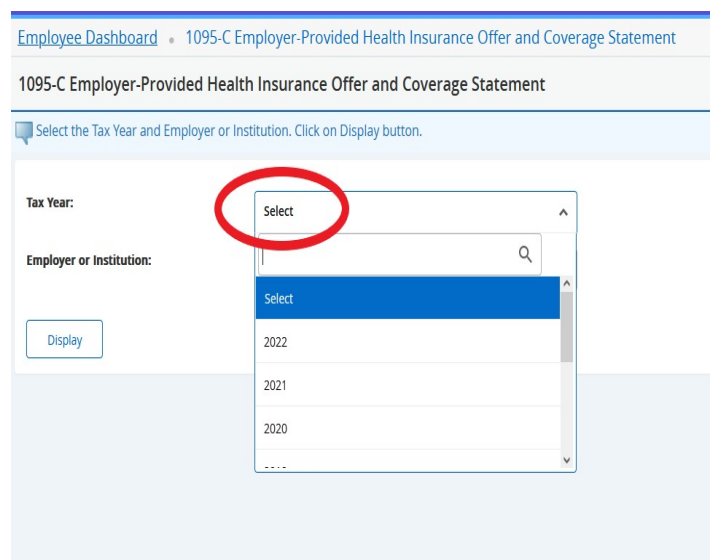
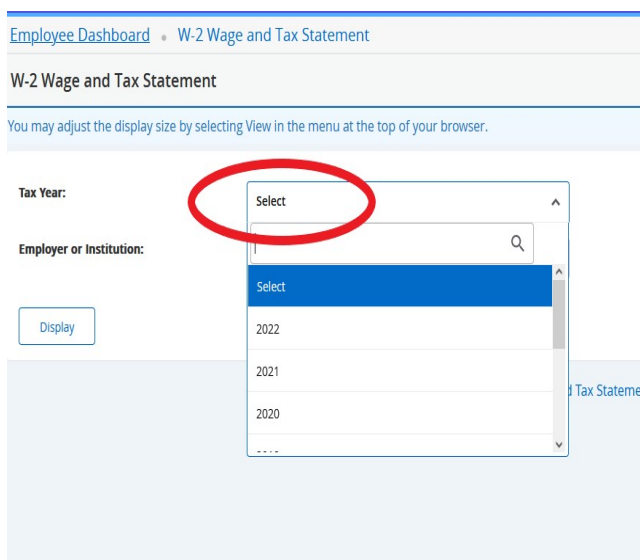


2. You will be directed to sign into your UIW account. Enter your password and you will be redirected to UIW My Apps. If you have issues signing on to Cardinal Apps, please contact the Help Desk. <https://help.uiw.edu/support/home>

3. Click on B9 Employees Services, navigate to Taxes and choose which tax form you want to display.



4. Select the tax year that you wish to view for your W-2 and 1095-C (if applicable) and click on the DISPLAY button to view.



5. Click on the button at the bottom of the screen to open the printable version.

15 State	Employer's state ID number
----------	----------------------------

Printable W-2

30

Printable 1095-C