

How to request paperless W2s and forms 1095-C

In ADP, navigate to Myself > Pay > Pay & Tax Statements

The screenshot shows the ADP DEPAUW user interface. At the top, there is a search bar with the ID 831027 and a 'Things to Do' notification icon. Below the search bar is a navigation menu with the following items: Home, Resources, Myself (selected), My Team, People, Process, Reports & Analytics, Setup, and Favorites. The main content area is divided into four columns: My Information, Personal Information, Employment, and Pay. The 'Pay' column is highlighted, and the 'Pay & Tax Statements' option is selected.

On the Pay & Tax Statements screen look for Go Paperless

The screenshot shows a 'Go Paperless' notification box. The text inside the box reads: 'Save time, trees and clutter!' followed by a bulleted list: 'View your electronic documents online', 'Access them securely at your convenience', and 'Get notified by email when they become available'. At the bottom of the box is a button labeled 'Go paperless'.

Here is where you can choose to receive electronic only versions. These returns will no longer be mailed to you via USPS.

1. Pay Statements – should already be selected – you only receive a stub if you receive a paper check.
2. Tax Statements – receive your W2 electronically only – you will be notified via email when they are ready to be accessed
3. Health coverage statements – receive your forms 1095-C electronically only – you will be notified via email when they are ready to be accessed.