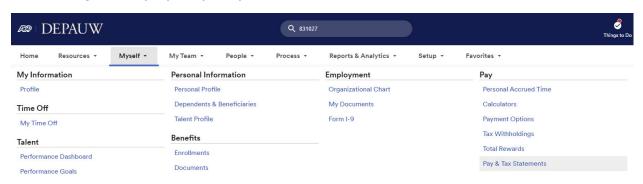
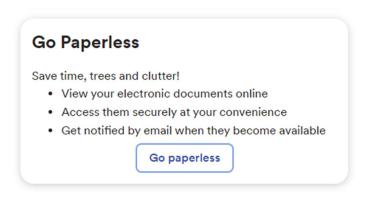
How to request paperless W2s and forms 1095-C

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



On the Pay & Tax Statements screen look for 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.