

EMPLOYEE SELF SERVICE (ESS) KIOSK

ELECTRONIC TAX FORM ENROLLMENT



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PAYROLL PROFESSIONALS

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Home Webclock Personal Time Off Time Cards **PAY HISTORY** Changes Performance Expense Tracking

Check History **TAX FORMS**

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Authorization to Receive Electronically
I confirm I have read the [disclosures](#) and agree to receive my Forms W2 and/or 1099 electronically. I understand I can change this election at any time and receive paper copies when the forms are made available.
To receive your W2/1099 forms electronically instead of a paper copy, click ENROLL.
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CALLOUTS:
CLICK 'PAY HISTORY' THEN... CLICK 'TAX FORMS'
CLICK THE 'ENROLL' BUTTON'
IF YOU HAVE ACA FORMS, YOU CAN ALSO ENROLL IN ELECTRONIC ACA (1095) FORMS

ENROLLING USING THE APP

CALLOUTS:
CLICK THE THREE LINE MENU BAR ON TOP LEFT OF APP
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