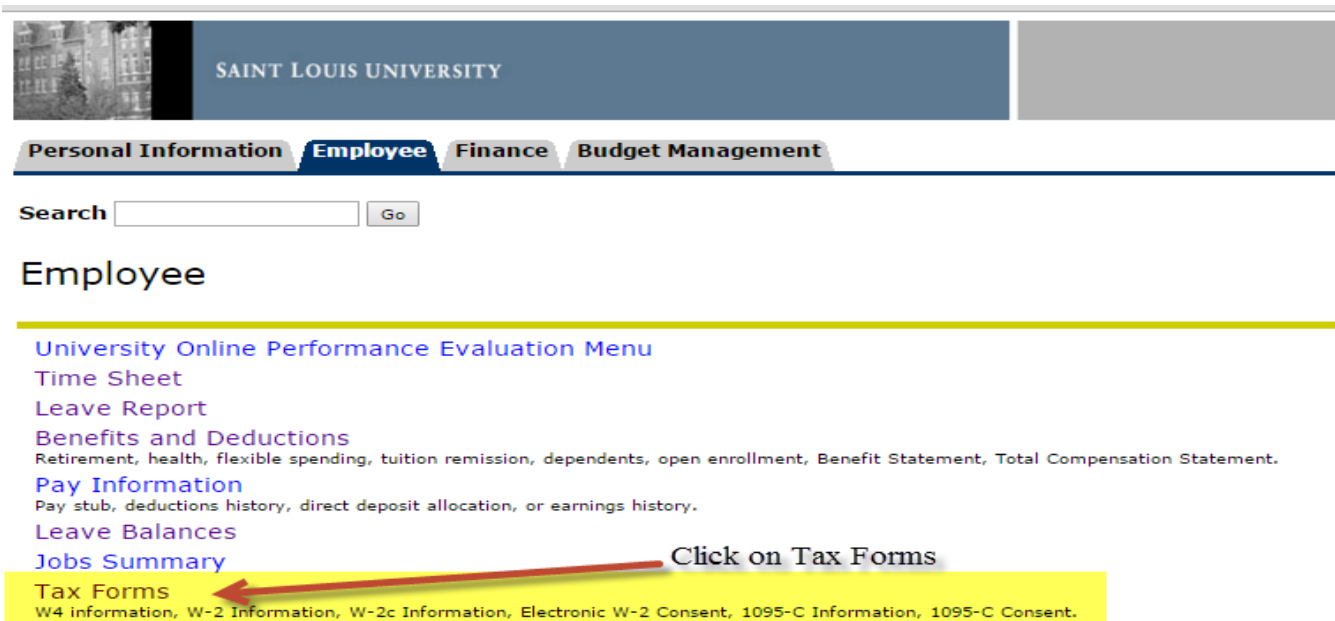


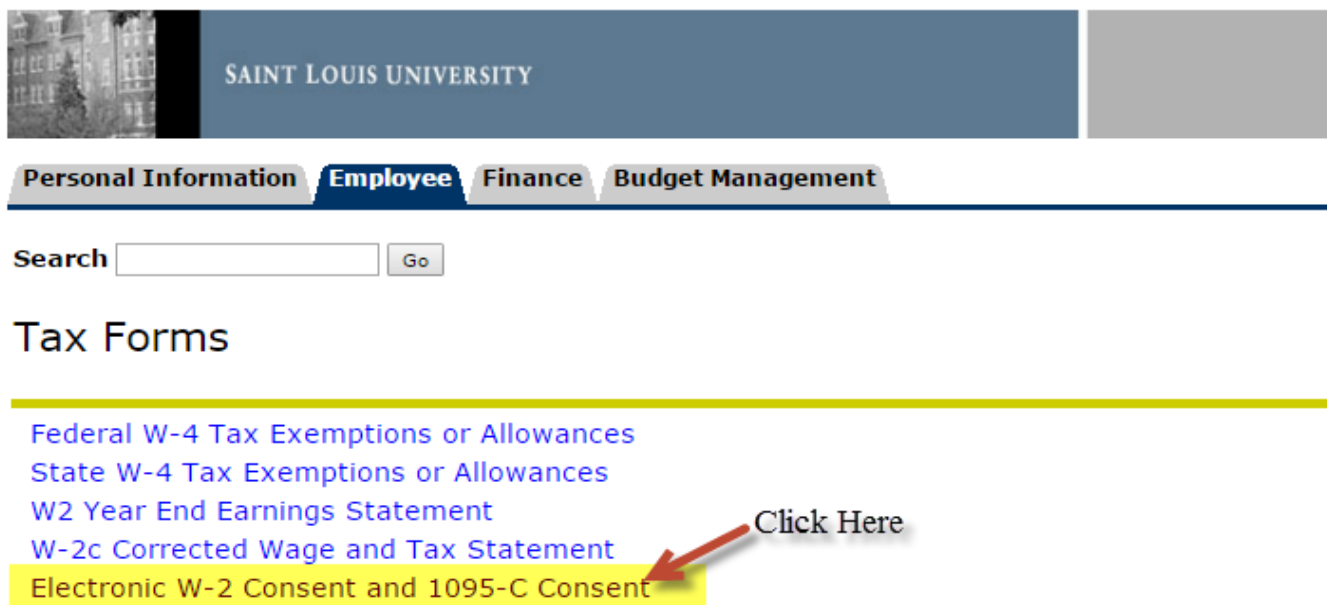
How to Consent to Electronic W-2 and 1095-C in Banner Self Service

Step 1:



The screenshot shows the Saint Louis University Banner Self Service interface. At the top, there is a header with the university logo and name. Below the header is a navigation bar with tabs for Personal Information, Employee, Finance, and Budget Management. The Employee tab is selected. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Employee' and contains a list of links: University Online Performance Evaluation Menu, Time Sheet, Leave Report, Benefits and Deductions, Pay Information, Leave Balances, Jobs Summary, and Tax Forms. The Tax Forms link is highlighted in yellow, and a red arrow points to it with the text 'Click on Tax Forms'. Below the Tax Forms link is a sub-menu with the following items: W4 information, W-2 Information, W-2c Information, Electronic W-2 Consent, 1095-C Information, and 1095-C Consent.

Step 2:



The screenshot shows the Saint Louis University Banner Self Service interface, specifically the Tax Forms menu. At the top, there is a header with the university logo and name. Below the header is a navigation bar with tabs for Personal Information, Employee, Finance, and Budget Management. The Employee tab is selected. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Tax Forms' and contains a list of links: Federal W-4 Tax Exemptions or Allowances, State W-4 Tax Exemptions or Allowances, W2 Year End Earnings Statement, W-2c Corrected Wage and Tax Statement, and Electronic W-2 Consent and 1095-C Consent. The Electronic W-2 Consent and 1095-C Consent link is highlighted in yellow, and a red arrow points to it with the text 'Click Here'.

Step 3:



Personal Information **Employee** Finance Budget Management

Search Go

[RETURN TO TAX MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic W-2 Consent and 1095-C Consent

In compliance with the Affordable Care Act (ACA), Saint Louis University will provide the Employer-Provided Health Insurance Offer and Coverage Statement (1095-C) to all individuals eligible for healthcare coverage in 2015 on or before March 31, 2016. You do not need to submit a copy of the 1095-C with your 2015 tax return.. Please visit the IRS ACA website at "<https://www.irs.gov/Affordable-Care-Act>" for more information regarding the 1095-C statement.

If you consent to electronically receive your W 2 and/or 1095 C, you agree to return to Danner Self Service to print your W 2 and 1095 C statements on line, and do not expect to receive a printed copy mailed to your 'Permanent' address. The W 2 and 1095 C statements printed from Banner Self Service comply with IRS regulations as to format, and you may print as many copies as you need. You will receive email notification when your W-2 and 1095-C statements are available. Please do not call Payroll prior to January 31st for W-2 status or Benefits prior to March 31st for 1095-C status updates.

Your consent, designated by the check mark below (and submitting) 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 W-2 and/or 1095-C statements by accessing this site and unchecking (and submitting) the consent box below, or providing written notification to Payroll, 3545 Lindell Blvd., St. Louis, MO 63103.

If you have any questions about your electronic W-2 consent please contact Payroll at payroll@list.slu.edu. If you have any questions about your electronic 1095-C consent please contact benefits@slu.edu.

Upon submitting your consent, the screen will refresh and a message will acknowledge the submission successfully at the top of page.

If you do not consent to electronically receive your W-2 and/or 1095-C, paper copies are scheduled to be mailed out on January 31st for W-2 and March 31st for 1095-C.

Up to date employee contact information is the responsibility of the employee. You may update your personal information by providing correct, up-to-date information to the Human Resources office or updating your information personally in Banner Self Service.

Selection Criteria

My Choice
Consent to receive W-2 electronically: Click each checkbox
Consent to receive 1095-C electronically:

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

Click Submit

Step 4:



Personal Information **Employee** Finance Budget Management

Search Go

Electronic W-2 Consent and 1095-C Consent

✔ Electronic Statement consent was submitted successfully.

Change made successfully

In compliance with the Affordable Care Act (ACA), Saint Louis University will provide the Employer-Provided submit a copy of the 1095-C with your 2015 tax return.. Please visit the IRS ACA website at "<https://www.irs>