

# What's the quickest way to receive your W-2 and 1095-C?

## Online, of course!

Choose to receive your W-2 and 1095-C online by following these simple links:

On [www.shsu.edu](http://www.shsu.edu) select:

- ✓ My Sam link
- ✓ Employees Tab
- ✓ Banner Employee Profile link
- ✓ Taxes Down Arrow Button
- ✓ Electronic W-2 Consent link
  - Read consent statement
  - Click BOTH check boxes under “My Choice”
  - Hit SUBMIT button and you are done!

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### Electronic Employee Tax Form Consent

Select the check box to consent to receive your W-2 and/or 1095-C electronically, or uncheck to revoke consent.

By consenting to receive your W-2 and/or 1095-C electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 and/or 1095-C form on-line. You may be required to print and attach your W-2 and/or 1095-C form to a Federal, State, or local income tax return.

Your consent 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 a paper Form W-2 and/or 1095-C by accessing this site and unchecking the box to revoke consent, or providing written notification to the Payroll office.

A paper copy of your W-2 and/or 1095-C may be obtained by contacting the Payroll Office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

#### 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 for accessing and printing my electronic tax forms.

[\[ Return To Tax Forms Menu \]](#)

Please contact the Payroll Office at 936-294-1273 or [payroll\\_office@shsu.edu](mailto:payroll_office@shsu.edu) with any questions.  
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