

What's the quickest way to receive your 2015 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 select:

- ✓ My Sam link
- ✓ Campus Resources Tab
- ✓ Banner Self-Service link
- ✓ Employee link
- ✓ Tax Forms link
- Click on "Electronic Employee Tax Form Consent"
 - Read consent statement
 - Click BOTH check boxes under "My Choice"
 - Hit SUBMIT button and you are done!

https://mysam.shsu.edu/render/UserLayout/footNode.uP?uP_tparams=utf8utf8%2fcp%2fip%2flogin%3fys%3dctcsb%26url%3dhttps://ssb.shsu.edu

My Sam - Sam Houston Sta...

Back to Campus Resources Tab

Groups Password Logout

Personal Information Student Financial Aid **Employee** Finance

RETURN TO TAX MENU SITE MAP HELP

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.

Submit

[Return To Tax Forms Menu]

Please contact the Payroll Office at 936-294-1273 or payroll_office@shsu.edu with any questions.
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