

To: All Employees

From: CHI Payroll Operations

Subject: **2017 W-2 and 1095c Forms Availability –DEADLINE FOR ON-LINE CONSENT!!!**

Date: December 1, 2017

By January 31, 2018, 2017 W-2 and 1095c forms will be available with CHI HR/Payroll Connection for all employees who have provided consent to receive their tax forms “online only”. The actual availability date will be communicated by mid-January. Anyone who has previously consented will not have to consent again. However, if you have not consented in the past, and wish to now, you can do so following the directions provided below by January 7, 2018. You will need to consent for both W-2 and 1095c. It is extremely important to be aware of the deadline for providing consent and the availability of your 2017 tax forms. There will be no exceptions to this deadline.

For those of us consenting to on-line access, we will not receive a paper copy in the mail.

Providing Consent

To provide consent, log into HR/Payroll Connection. Click on My Pay, select Electronic W2 Consent. Under Year-End Tax Statements > select Manage Electronic Tax Statement Options to review and make any necessary updates to your information. A detailed screen print is attached for your reference. If you have previously consented, this is also a great time to review and make any necessary updates to your notification options as soon as possible to ensure easy access to your 2017 tax forms.

We encourage all to provide electronic consent. Some of the added benefits of “going paperless” are:

- Ensuring timely retrieval of your 2017 tax forms
- Filing taxes earlier (you may receive refunds sooner!)
- Reduces the chances of a lost or misplaced document
- Helping to save our environment and conserve our natural resources
- The monies saved on postage expense allows CHI to further support our ministry

In order to retrieve your tax forms on-line, you must have provided an electronic consent by 8:00 p.m. CT on January 7, 2018.

Declining To Provide Consent

If you do not provide consent on or before January 7, 2018, your 2017 W-2 and 1095c forms will be mailed to your mailing address, identified on the Personal Information > Addresses tab of HR/Payroll Connection. Your tax forms will be mailed by January 31, 2018. Your W-2 and 1095c forms will then be made available online beginning February 9, 2018 to provide you access to reprint a form in case of loss.

For Questions

If you have any questions, contact the HR/Payroll Connection Support Center at 844-450-9450.

Electronic Statement notification options updates via Workday

Access HR/PR connection from INSIDE CHI. Click on My Pay, select Electronic W2 Consent

HR/Payroll Connection

Home My Benefits **My Pay** My Information My Policies Manager Zone HR Zone

Open Case Live Chat Find an answer

Most Viewed

- Guide to Accessing Personal Pay and Tax Information
- Catholic Health Initiatives 401(k) Retirement Savings Plan
- Plan Eligibility and Information
- Vacation - Paid Time Off Policy - Standard

I Want To

- View My Pay Statement
- Change My Direct Deposit - select 'Submit New EForms' from the EForms Library Menu
- View W2/Update W4 - select 'View/Update Current EForms' from the EForms Library menu
- Electronic W2 Consent - select 'Account Settings' to choose delivery options and notification preferences**

Under Year-End Tax Statements select Manage Electronic Tax Statement Options

What would you like to do today?

Pay Statements
Access Pay Statements

Year-End Tax Statements
Access Current Year-End Statements
Access Prior Year-End Statements
View Activity History
Manage Electronic Tax Statement Options

EForms Center
Submit Available EForms
View/Update Current EForms
View Historical EForms
View EForm Employee Information

Your information will be displayed. Please take this opportunity to review your information and make any necessary updates.

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive.

This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Primary Email Address

Enter your primary email address. You will be required to validate the email entered.

Retype Primary Email Address

Alternate Email Address

Enter your alternate email address. This is optional, but if entered you will be required to validate it.

Retype Alternate Email Address

Cell Phone

Verizon



Please use a number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible. This is optional, but if entered you will be required to validate.

[Test Text Message](#)

Electronic Statement Notification Options

Would you like to access your 2017 tax statement electronically?

Yes

No

Primary Email Address

Alternate Email Address

Cell Phone

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

If you are eligible for a 2017 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

Yes
 No

Primary Email Address
Alternate Email Address
Cell Phone

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Electronic Statement Notification Options

Would you like to access your 2017 tax statement electronically?

Yes
 No

Primary Email Address
 Alternate Email Address
 Cell Phone

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

Would you like to receive lockout alert notifications?

Yes
 No

Primary Email Address
 Alternate Email Address
 Cell Phone

Save Notification Option Settings Cancel

Make your selections and Select Blue **Save Notification Option Settings** button.

The message **Your notification and delivery options have been changed** will be displayed

Contact Information

Your notification and delivery options have been changed.
If you are not automatically redirected, please [click here](#)

The information you provide below is used for resetting your password and any notifications you opt to receive.

This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Primary Email Address

Enter your primary email address. You will be required to validate the email entered.

Retype Primary Email Address

Alternate Email Address