



Memo

To: All Payroll Administrators
From: Payroll Services Office
Date: December 2, 2022
Re: Paperless Receipt of Year-End Tax Forms

With the end of the calendar year approaching, we ask that you please remind your staff that they have the option to take advantage of paperless receipt of their Year-End Tax Forms W-2 and 1095. By opting-in, they will have:

- Earlier access to forms vs. physical mail
- Secure, electronic storage within their Paycom accounts
- 24/7 online access to forms
- Ability to download and print copies at any time

From an administrative standpoint, paperless opt-in also significantly improves logistical efficiency by reducing processing and delivery times as well as occurrences of undeliverable mail that necessitate forwarding to locations for on-site distribution.

Employees can easily opt-in by logging in to their ESS accounts (login page: [Employee Self-Service® \(paycomonline.net\)](#)) and following the instructions attached separately within this email.

If you have any questions, please contact us at PayrollServices@seattlearch.org.

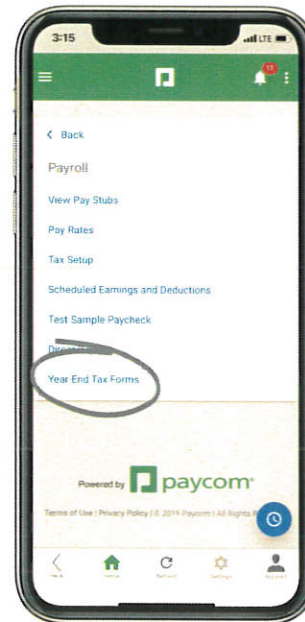
SHOW ME HOW

to Change My Year-End Tax Preferences
Payroll



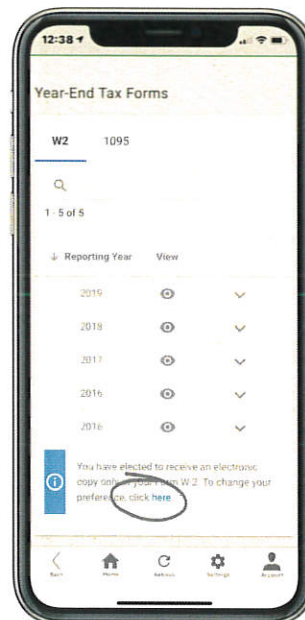
STEP 1

Navigate to Payroll > Year-End Tax Forms.



STEP 2

From the Year-End Tax Forms screen, click the blue hyperlinked "here" option.



EMPLOYEES

SHOW ME HOW

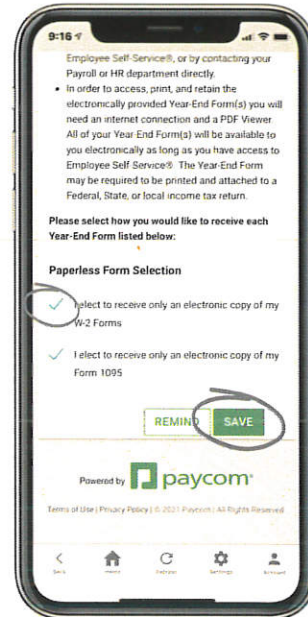
to Change My Year-End Tax Preferences

Payroll



STEP 3

Select the check boxes for any forms you want to receive only an electronic copy, such as the W-2 and 1095. Then, click "Save."



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

