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Advantages of Accessing Your W-2 and 1095-C Forms Electronically in Self Service

Did you know?

You can access your W-2 and 1095-C forms electronically in Self Service as soon as they are available in January, instead of waiting to receive them in the mail.

What are the advantages?

- You can receive your W-2 and 1095-C forms before they are mailed.
- Getting your W-2 and 1095-C forms electronically is more secure than receiving them in the mail.
- You have access to download, print, and save your W-2 and 1095-C documents from this year and previous years any time you want.

Am I eligible?

Yes. All current and former employees can access their W-2 and 1095-C forms electronically in Self Service, even if they originally declined to give consent to receive them electronically.

How do I access my W-2 and 1095-C forms electronically?

You must consent separately to receive each form electronically. Follow the steps below to give consent to receive your W-2 and/or 1095-C electronically in Self Service.

NOTE: If you've already consented to receive these forms electronically, you don't need to do anything.

Give consent to receive your W-2 form electronically:

1. [Sign into Self Service Portal](https://mn.gov/selfservice) (<https://mn.gov/selfservice>), using the same user ID and password that you use to access your paystub.
2. Select Self Service tile.
3. Select Tax Forms tile.
4. Select View W-2 Forms tile.
5. If you have not already consented; a pop-up box will appear allowing you to consent to receive the W-2 form electronically. Once you give consent, you can access W-2s for previous years immediately and for 2023 as soon as it is available. If consent is given before W-2s are printed by the state, a W-2 will not be mailed. The pop-up box will not appear if you have already consented.

Give consent to receive your 1095-C form electronically:

1. [Sign into Self Service Portal](https://mn.gov/selfservice) (<https://mn.gov/selfservice>), using the same user ID and password that you use to access your paystub.
2. Select the Self Service tile.
3. Select Benefits tile.
4. Select Insurance tile.
5. Select Form 1095-C Consent option in the Navigation Collection on the left.
6. A pop-up box will appear allowing you to consent to receive the 1095-C form electronically. Once you give consent, you can access 1095-Cs for previous years immediately and for 2023 as soon as it is available. If consent is given before 1095-Cs are printed by the state, a 1095-C will not be mailed.

Questions?

Contact your Human Resources or Payroll office. You can obtain contact information from within Self Service under Need Assistance, select Employee Contacts.