GET YOUR W-2 & 1095-C Forms ONLINE
SIGN UP BY WEDNESDAY, JANUARY 14, 2016

EMORY UNIVERSITY, EMORY HEALTHCARE, WESLEY SENIOR LIVING and EMORY SPECIALTY ASSOCIATES EMPLOYEES CAN RECEIVE THEIR W-2 & 1095 ONLINE.

Action is required to receive your W-2 & 1095-C forms online.

Here’s How:
Visit www.mytaxform.com or call 1-877-325-9239.

- On the website, Enter “Employer Name/Code” 11332 in the Login box and click Login.
- SSN: Enter your Social Security number (without dashes) then Continue
- Enter your PIN, which (if you’ve never consented before) is the last four digits of your Social Security number plus your month of birth and the last two digits of your birth year; for example, if your Social Security number is 999495731 and your birth date is July 1972, your PIN would be 57310772. Then click Log in. If you have previously consented for a W-2, use the pin you selected or click “forgot your Pin” to retrieve.
- Security Enrollment - 5 step process.(If you have never consented)
- Select Go Paperless Today >>
- Check the W-2 & 1095 boxes (if previously consented W-2 will be checked)
- Read the disclosure and Click on Test Now
- A sample W-2 will show on your computer. If the sample W-2 screen shows on your computer you will be able to access your W-2 online from that computer. If the sample does not show then contact your local support to check your Adobe Acrobat Reader.
- Close the sample file and Click on “I saw the test W-2, read all of the important information above, and want to receive my original W-2 statement online”
- Complete the consent form with your primary (and secondary) email address, your mailing address, and telephone number. Select Continue
- A W-2 Online Access Consent will show. Double check the information then click on Confirm.
- Online W-2 Consent Receipt will show. You may want to print this screen by clicking on Confirmation Receipt. Then click “Logout”

Note: Your original W-2 & 1095 will be mailed to your home address if you do not use the online service.

Please Note: Replacement of W-2’s & 1095’s via mytaxform.com only.

Follow the online instructions. If you have questions, contact Payroll at 404-727-6100.