



How to access your W-2 or 1095-C

MSU may elect to receive their W-2 and 1095-C statements electronically through myState portal (Banner).

Benefits of Receiving Your Tax Documents Electronically

- Online delivery provides access to tax documents earlier than the traditional paper process.
- Online delivery greatly reduces the chance that the statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it.
- Employees can retrieve their tax documents at anytime, anywhere.
- Employees can print multiple copies at their convenience.
- Tax documents will remain accessible online for multiple years.
- Electronic tax documents are more environmentally sustainable and cost friendly.

Giving Consent and Accessing Tax Documents Electronically

Federal regulations require that employees give their consent to receive their tax documents in an electronic format only. Once consent is given, it carries forward each year and does not need to be repeated. The process for giving consent and accessing your electronic tax documents is as easy as 1-2-3.

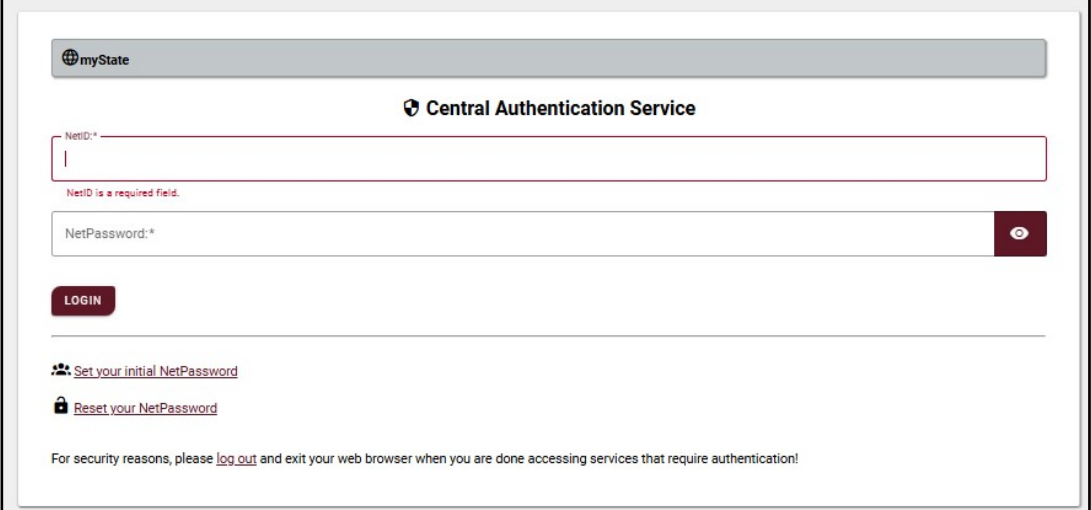
1. Consent to receive your tax documents electronically.
2. Watch for an email notification alerting you that your tax documents are available in myState (Banner)
3. View and print your tax documents.

Disclosure Notice

- The **Electronic Form W-2 Consent Statement** is effective for Forms W-2 issued for the current calendar year and all future periods until consent is withdrawn or the individual is no longer employed by MSU.
- The **Electronic 1095-C Consent Statement** is effective for 1095-C forms issued for the current calendar year and all future periods until consent is withdrawn or the individual is no longer employed by MSU.
- An employee may withdraw their consent through myState (Banner.) The withdrawal of consent does not apply to a form that was furnished electronically before the withdrawal of consent via myState (Banner.)
- Only active University employees will have access to the electronic version of the form. If a former employee requires an additional copy of the form, they may contact Human Resources for 1095-C Forms or Payroll Office for W-2 forms.
- The form(s) may be required to be printed and attached to a federal, state, or local income tax return.

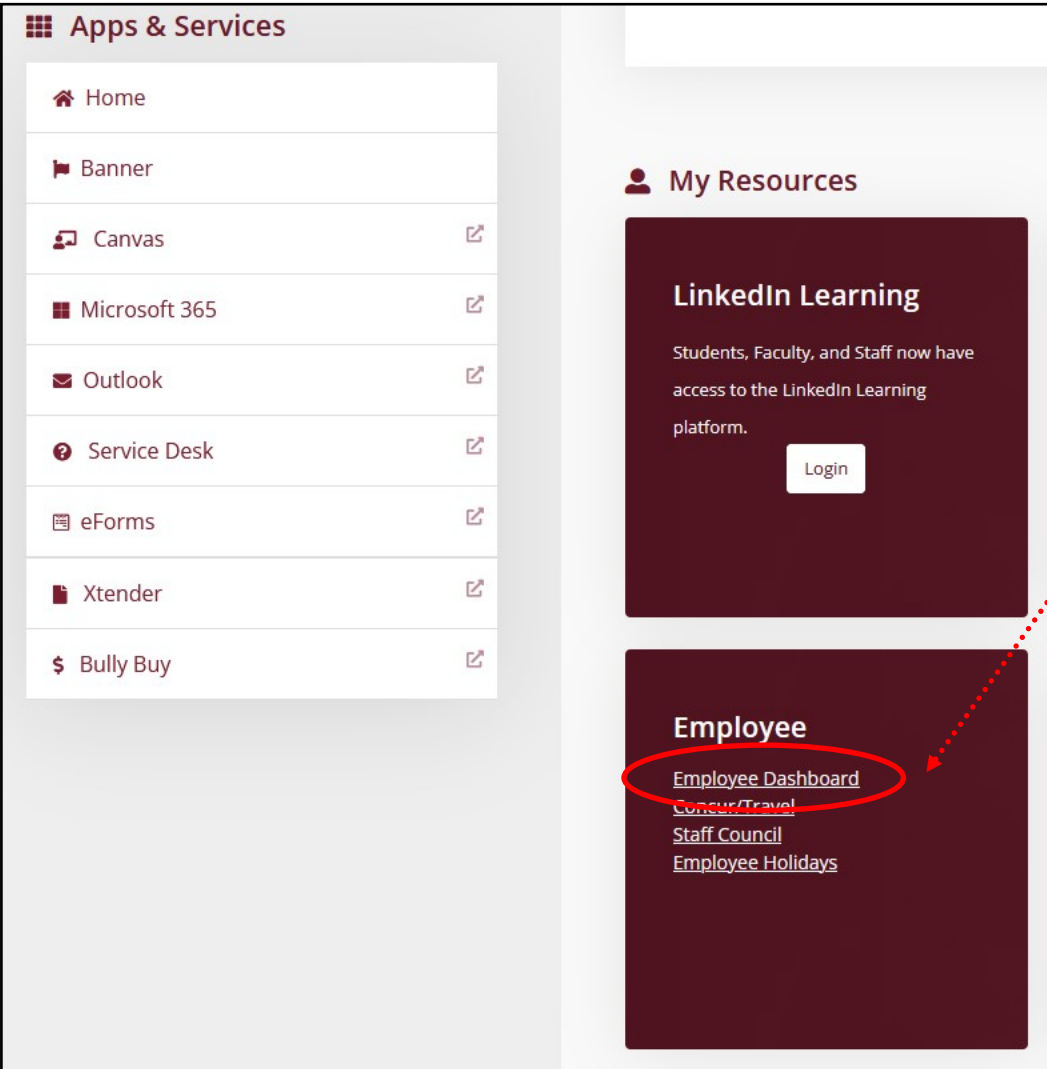
STEP 1

Go to <https://mymstate.edu/> and enter your NetID and NetPassword to login.



The screenshot shows the Central Authentication Service login page. At the top left is the 'myState' logo. The main heading is 'Central Authentication Service'. Below this are two input fields: 'NetID:*' and 'NetPassword:*'. The 'NetID' field has a red border and a small error message below it that says 'NetID is a required field.' The 'NetPassword' field has a red border and a toggle icon on the right. Below the fields is a dark red 'LOGIN' button. At the bottom, there are two links: 'Set your initial NetPassword' and 'Reset your NetPassword'. A security notice at the very bottom reads: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'

STEP 2



The screenshot shows a dashboard with two main sections. On the left is a sidebar titled 'Apps & Services' with a list of links: Home, Banner, Canvas, Microsoft 365, Outlook, Service Desk, eForms, Xtender, and Bully Buy. On the right is a section titled 'My Resources' containing two cards. The top card is 'LinkedIn Learning' with a 'Login' button. The bottom card is 'Employee' and contains a list of links: 'Employee Dashboard', 'Concur/Travel', 'Staff Council', and 'Employee Holidays'. A red circle highlights the 'Employee Dashboard' link, and a red dotted arrow points from the text on the right to this link.

Locate the **Employee Card** and select "Employee Dashboard".

STEP 3

Under "Taxes" (Click on the "V" on the far right next to Benefits), select "Electronic Regulatory Consent". On the website, you will find "Taxes" Dropdown under Pay Information.

The screenshot shows a dropdown menu for 'Pay Information'. The menu items are: Latest Pay Stub: 01/31/2025, All Pay Stubs, Direct Deposit Information, Deductions History, Earnings, Benefits, and Taxes. The 'Taxes' item is highlighted in yellow, and a red circle is drawn around the upward-pointing arrow on its right side. A red dotted arrow points from the text above to this arrow.

If you would like to receive your 1095-C via electronically, you will be required to enable electronic delivery by selecting "Electronic Regulatory Consent". If you do not enable electronic delivery, you **will not** receive a paper 1095 form automatically, but may contact Human Resources to pick up a printed copy.

The screenshot shows the 'Taxes' dropdown menu expanded. It lists several options: Federal Withholding Tax, W-4 Employee's Withholding Allowance Certificate, W-2 Wage and Tax Statement, W-2c Corrected Wage and Tax Statement, and 1095-C Employer Provided Health Insurance Offer and Coverage Statement. The 'Electronic Regulatory Consent' option is circled in red. A red dotted arrow points from the text above to this option.

Select the **check box** to consent to receive your tax statement(s) electronically, or uncheck to revoke consent. You must do this step before Banner will allow you to print your form.

The screenshot shows a form titled 'Selection Criteria'. It has a 'My Choice' column on the right. There are two rows of options, each with a checkbox: 'Consent to receive W-2 electronically:' and 'Consent to receive 1095-C electronically:'. Both checkboxes are checked and circled in red. A red dotted arrow points from the text above to the first checkbox. Below the options is a statement: 'I understand the instructions provided to me for accessing and printing my electronic tax forms.' and a 'Submit' button.

STEP 4

Click on "Return to Tax Forms Menu" at the bottom of the page.

Return To Tax Forms Menu

STEP 5

Click on "1095-C Employer Provided Health Insurance Offer and Coverage Statement" or W-2 Wage and Tax Statement.

Pay Information				▼
Latest Pay Stub: 12/13/2024	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				▲
Benefits				▲
Taxes				▼
Federal Withholding Tax	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement	W-2c Corrected Wage and Tax Statement	
Filing Status: Married Filing Jointly	Electronic Regulatory Consent			
Status: Active	1095-C Employer Provided Health Insurance Offer and Coverage Statement			
Additional Withholding: 125.00				
Dependent Amount:				
Dependents under 17:				
Other Dependents:				

STEP 6

Click on **"Select"**. You will be able to view the form based on the tax year you select. Click on **"Display"**.

Tax Year: Select ^

Employer or Institution:

Select

2023

2022

2021

2020

Display

The form is printable by clicking the **"Printable 1095-C"** or **"Printable W-2"** button at the bottom of the displayed page.



Contact human resources at (662)325-3713 or email benefits@hrm.msstate.edu for additional assistance.