

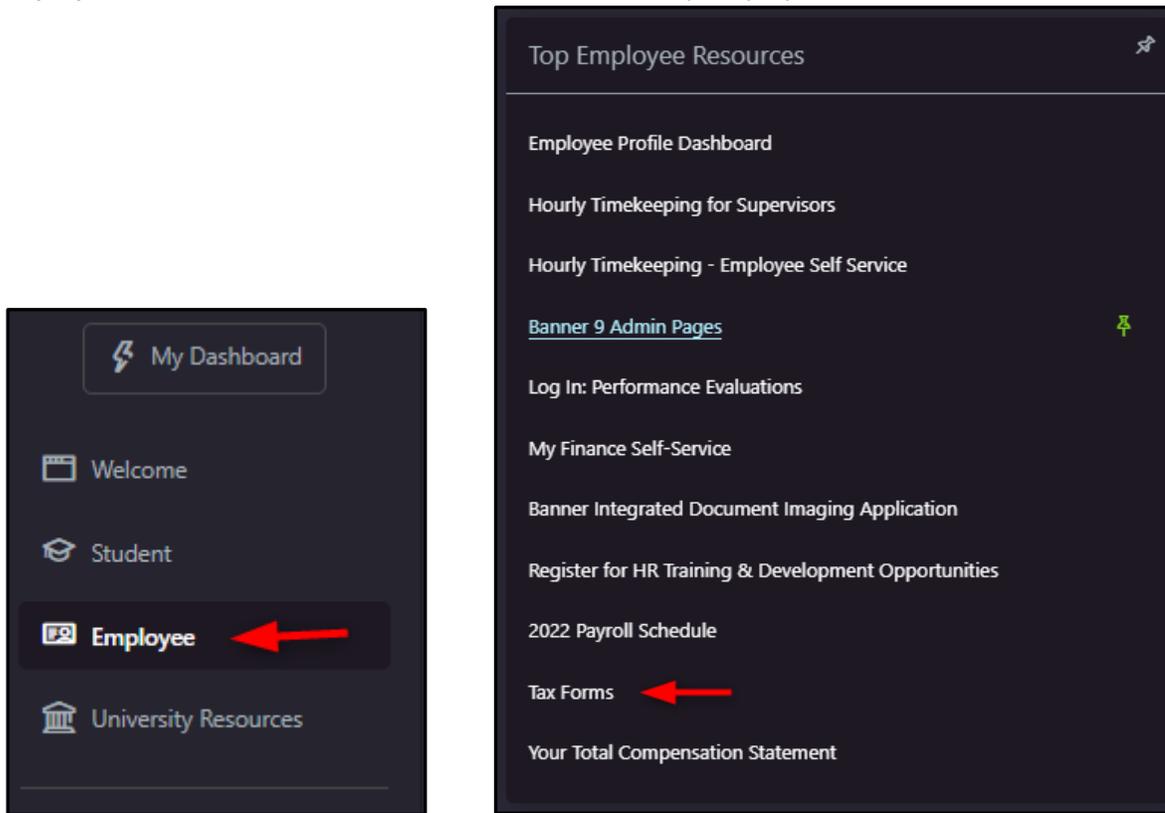
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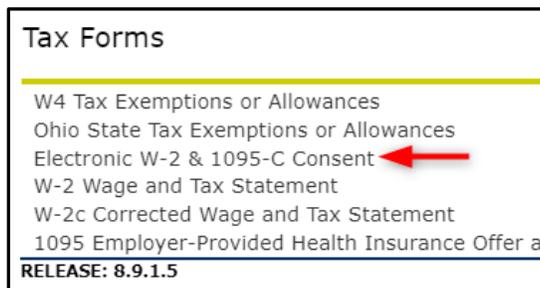
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Opting into electronic W-2s and 1095-Cs

1. Login to Flashline (<https://flashline.kent.edu>)
2. Select **Employee** on the left and then select **Tax Forms** on the Top Employee Resources menu



3. Select **Electronic W-2 & 1095-C Consent**



4. Read the instructions, check both boxes in the **My Choice** column, and click **Submit**.

Selection Criteria	
	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/> ←
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/> ←
I understand the instructions provided to me for accessing and printing my electronic tax forms.	
<input type="button" value="Submit"/>	←

Viewing electronic W-2s and 1095-Cs

1. Using the **Tax Forms** menu, select either the W-2 or 1095 link.

W4 Tax Exemptions or Allowances
Ohio State Tax Exemptions or Allowances
Electronic W-2 & 1095-C Consent
W-2 Wage and Tax Statement ←
W-2c Corrected Wage and Tax Statement
1095 Employer-Provided Health Insurance Offer and Coverage Statement ←

2. Select the appropriate **Tax Year** and then click **Display**

Tax Year:	<input type="text" value="2021"/> ▼ ←
Employer or Institution:	<input type="text" value="Kent State University"/> ▼
<input type="button" value="Display"/>	←