

How to Consent for Online Delivery of Forms 1095 in TFM

In order to receive an electronic copy of your Form 1095 instead of a paper copy, you must provide your consent through Tax Form Management. Complete the following steps to consent to online delivery of your tax form.

Enabling Online Delivery

Access Tax Form Management

Log in to mytaxform.com.

Update Delivery Selections

There are three ways to update your delivery selections.

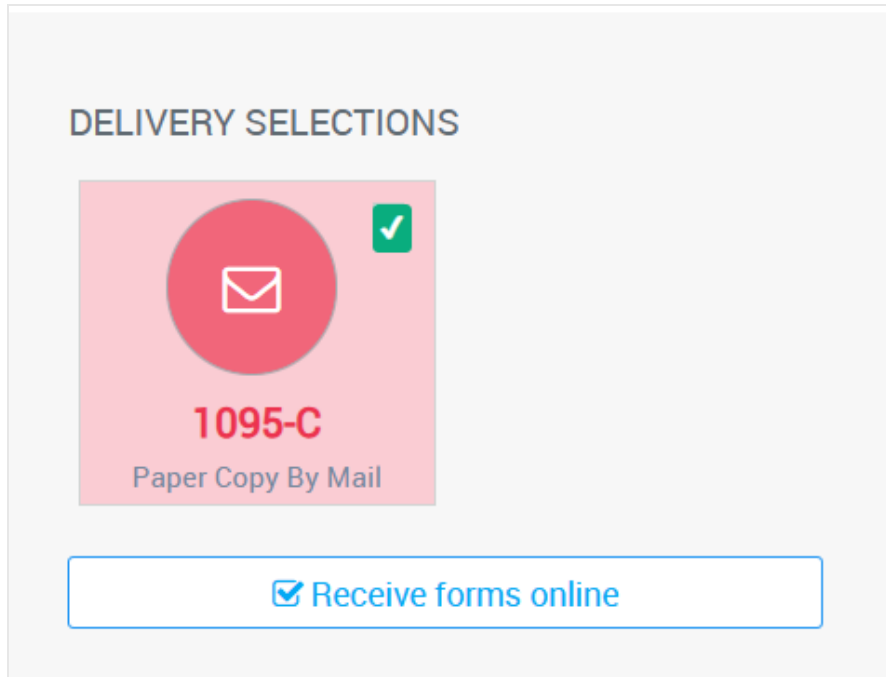
- On the left side of the screen, access the menu and select **My Account**.
- On the right side of the home screen, locate the **Delivery Selections** tile.
- At the top of the screen, click the person icon by your name, then select **My Account**.

Scroll down to the **Delivery Selections** tile.

The screenshot displays the Equifax Tax Form Management (TFM) web application. At the top, there is a green 'PRODUCTION' banner. Below it, the 'TAX FORM MANAGEMENT' header is visible, along with a warning: 'Please note - You will be logged out if you refresh the browser'. On the right side of the header, there is a user profile section with a red circle '3' next to the 'User One' name, a 'My Account' link, a 'Log Out' button, and a 'LANGUAGE' dropdown menu. The main content area is divided into two columns. The left column contains a sidebar menu with options: 'Home', 'Tax Forms', 'My Account' (highlighted with a red circle '1'), 'Paperless Pay', and 'Help Center'. The right column features a 'RECENT TAX FORMS' section with a message: 'Information! No tax forms are currently available.' Below this, there is a 'DELIVERY SELECTIONS' section with a red circle '2' next to it. This section includes a '1095-C' tile with a 'Paper Copy By Mail' option and a 'Receive forms online' button. At the bottom of the page, there are several promotional banners for tax preparation services: 'Ready to file your taxes?' with links to Intuit TurboTax, H&R Block, and TaxAct.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Then, select the check box in the top right corner of 1095-C and click **Receive forms online**.



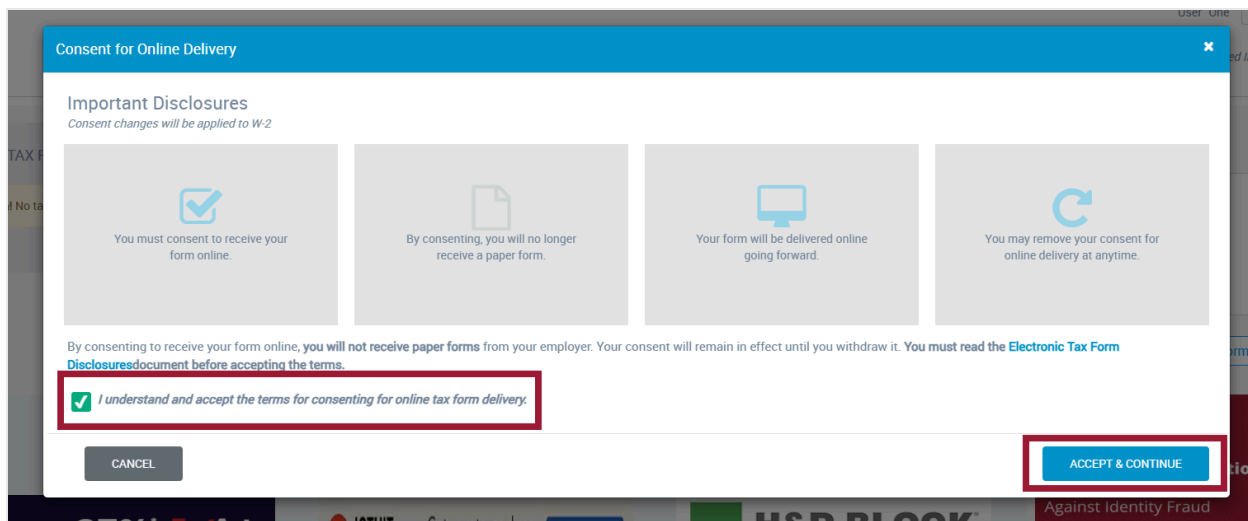
DELIVERY SELECTIONS

1095-C
Paper Copy By Mail

☒ Receive forms online

Consent for Delivery

The **Consent for Delivery** screen will appear. Read through the disclosures on the screen and, if you still wish to receive forms electronically, check the box and click **Accept & Continue**.



Consent for Online Delivery

Important Disclosures
Consent changes will be applied to W-2

You must consent to receive your form online.

By consenting, you will no longer receive a paper form.

Your form will be delivered online going forward.

You may remove your consent for online delivery at anytime.

By consenting to receive your form online, you will not receive paper forms from your employer. Your consent will remain in effect until you withdraw it. You must read the [Electronic Tax Form Disclosure](#) document before accepting the terms.

☒ I understand and accept the terms for consenting for online tax form delivery.

CANCEL

ACCEPT & CONTINUE

Confirm Contact Information

Next, the **Confirm Contact Information** screen will appear. If contact information needs updated, select the **pencil icon** in the upper right corner of the box. Type in the correct information and select **Save**.

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Then, click **Confirm & Submit**.

Success

A screen will appear confirming the change in delivery was successfully made. To test the System Requirements to view forms, select **Test Now**.

Testing System Requirements

Selecting **Test Now** will open a new window displaying an example form with the message **CONGRATULATIONS TEST COMPLETE CLOSE THIS WINDOW TO CONTINUE**. Closing the window will return you to Tax Form Management.

Disabling Online Delivery

Removing Online Delivery

To remove online delivery of forms, navigate to **My Account**.

Scroll to the **Delivery Selections** tile and select the 1095-C check box to update.

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Click **Remove online delivery**. You will then read and acknowledge the disclosures to un-enroll in online delivery.

DELIVERY SELECTIONS

1095-C

Online Delivery

☒

Remove online delivery

Receive forms online

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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