# Electronic Consent Instructions for Regulatory Forms W2 and 1095-C

**Instructions to Provide Consent**

After you have reviewed the Electronic Regulatory Disclosure Statement, please use the following instructions if you wish to ***give your consent*** to receive all future regulatory statements in electronic format only and forego a paper copy.

1. Log into Banweb.
2. Click on the Employees tab
3. Click on Tax Forms
4. Click on Electronic Consent (W2 and 1095-C)
5. Check the box next to "Consent to receive W-2 electronically" and/or "Consent to receive 1095-C electronically"
6. Click "Submit"

**Instructions to Withdraw Consent**

Please use the following instructions if you wish to ***withdraw your consent*** to receive future regulatory statements in electronic format only. You will receive paper regulatory statements for all future periods.

1. Log into Banweb.
2. Click on the Employees tab
3. Click on Tax Forms
4. Click on Electronic Consent (W2 and 1095-C)
5. Uncheck the box next to "Consent to receive W-2 electronically" and/or "Consent to receive 1095-C electronically"
6. Click "Submit"

**Instructions to Access and Print Form W-2**

1. Log into Banweb
2. Click on the Employees tab
3. Click on Tax Forms
4. Click on W-2 Wage and Tax Statement
5. Select the appropriate year in the Tax Year drop-down box
6. Click Display
7. Click Printable W-2 to generate a printable view of the Form W-2
8. Enter your ISO username and password and click Submit
9. Print the Form W-2 using the print feature on your web browser

**Instructions to Access and Print Form 1095-C (not applicable for part-time employees)**

1. Log into Banweb
2. Click on the Employees tab
3. Click on Tax Forms
4. Click on 1095 Employer-Provided Health Insurance Offer and Coverage Statement
5. Select the appropriate year in the Tax Year drop-down box
6. Click Display
7. Click Printable 1095-C to generate a printable view of the Form W-2
8. Enter your ISO username and password and click Submit
9. Print the Form 1095-C using the print feature on your web browser