

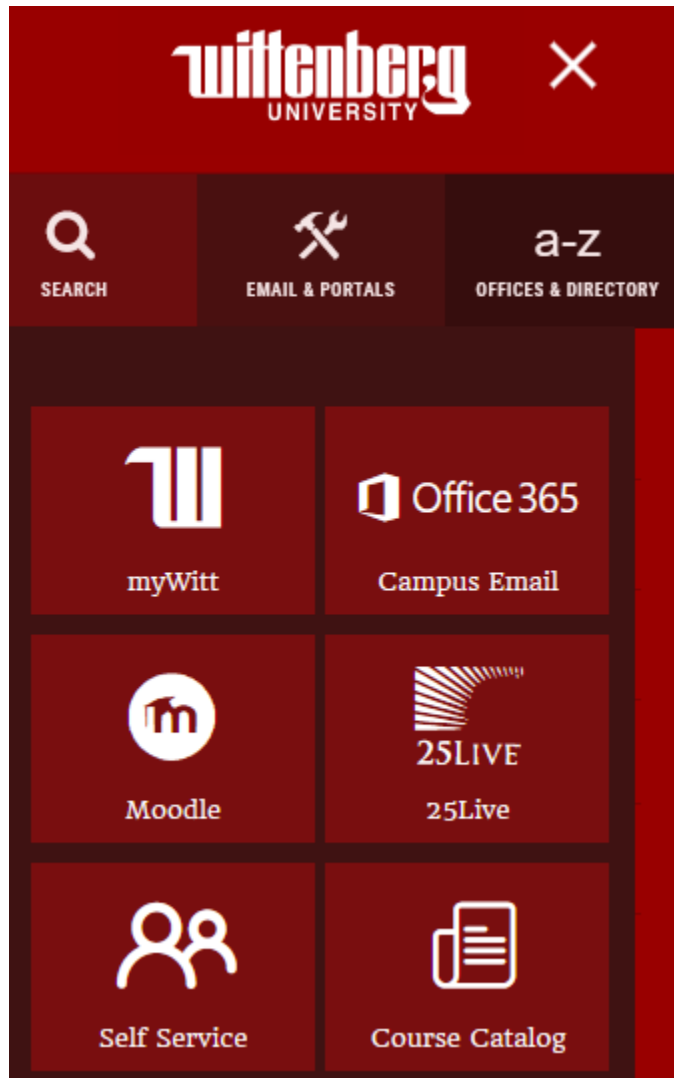
Wittenberg University

How to Access Tax Information
Using Self Service

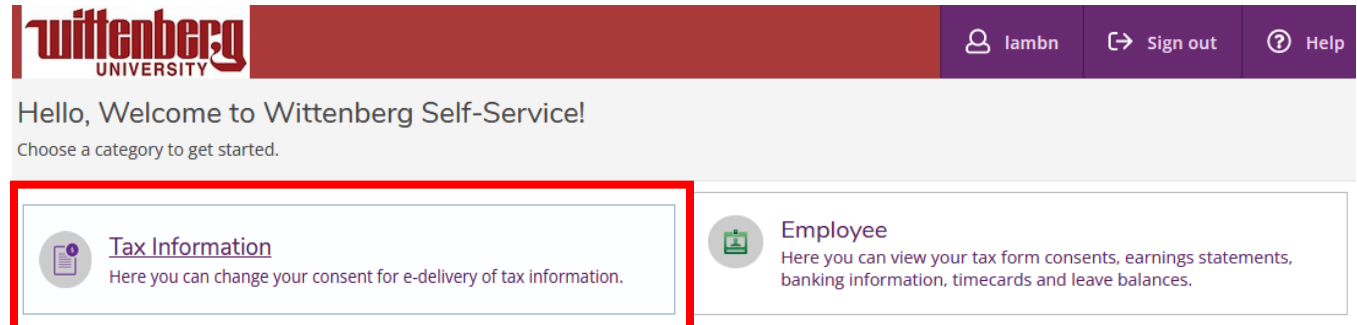


To access the Self-Service Portal for Tax Information:

Log in to Self Service by going to www.wittenberg.edu, clicking on the MENU > EMAILS & PORTALS > Self Service.



Once in Self Service, select **Tax Information**.



The screenshot shows the Wittenberg Self-Service homepage. At the top left is the Wittenberg University logo. To the right are navigation links for 'lambn', 'Sign out', and 'Help'. Below the header, a welcome message reads 'Hello, Welcome to Wittenberg Self-Service!' followed by the instruction 'Choose a category to get started.' Two main categories are displayed in white boxes with red borders: 'Tax Information' (with a document icon) and 'Employee' (with a person icon). The 'Tax Information' box contains the text: 'Here you can change your consent for e-delivery of tax information.'

Once in the Tax Information module, select desired tax form type.



The screenshot shows the 'Tax Information' module. At the top left is the Wittenberg University logo. Below it are navigation links for 'Financial Information' and 'Tax Information'. The main heading is 'Tax Information'. Below the heading are three tabs, each with a red border and a number: '1 W-2 Information', '2 1095-C Information', and '3 1098 Information'.

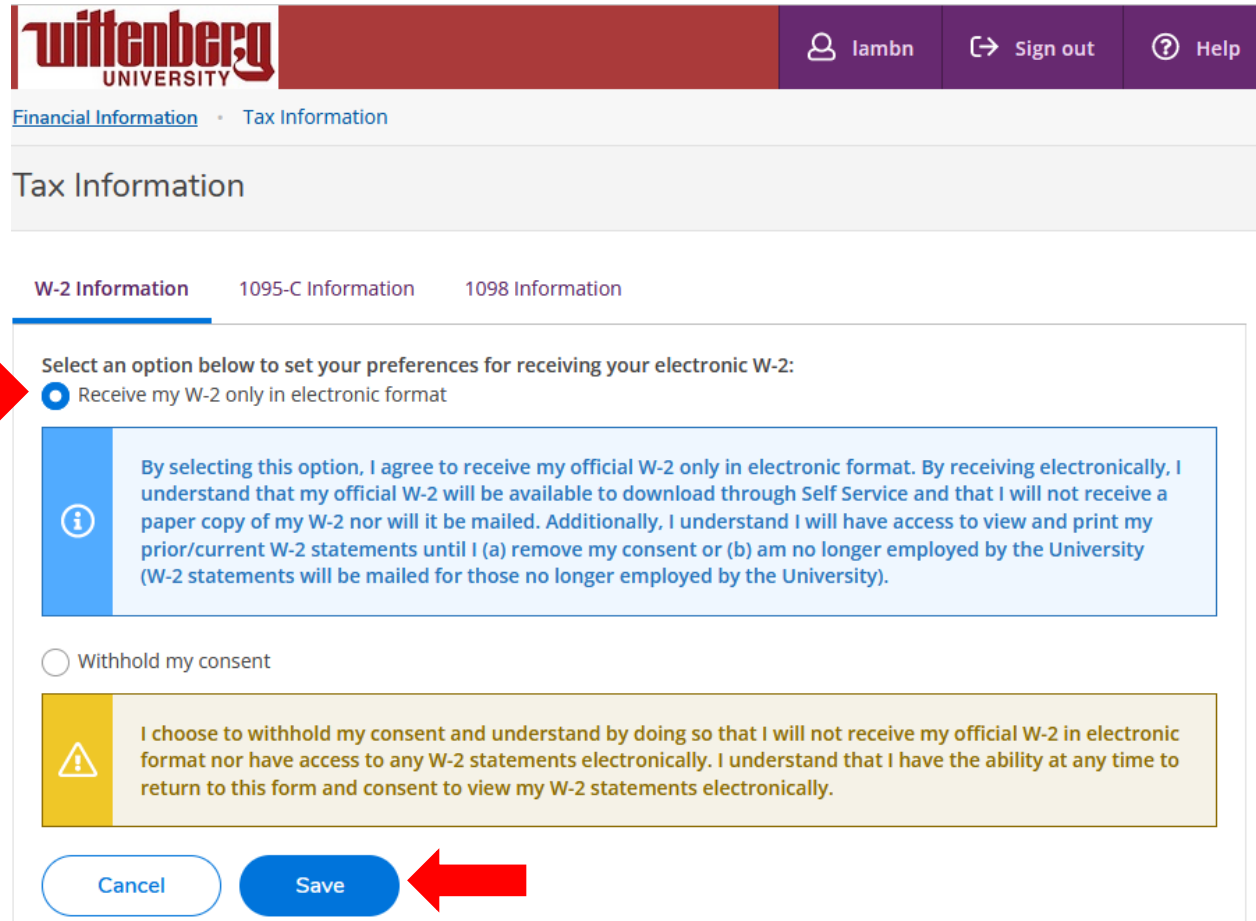
1. **W-2 Information** = Wittenberg University employees will have access to their W-2 tax form via this tab, if applicable.
2. **1095-C Information** = Wittenberg University employees working an average of 30 hours per week or more will have access to their Affordable Care Act (ACA) 1095 form via this tab, if applicable.
3. **1098 Information** = Wittenberg University students will have access to their 1098-T forms via this tab, if applicable.

Users must consent to electronic format, for each tax form type, in order to view and print via Self-Service.

For electronic consent for W-2 Information:

Select **“Receive my W-2 only in electronic format”**.

Click **Save**.



wittenberg UNIVERSITY | [iambn](#) | [Sign out](#) | [Help](#)

[Financial Information](#) · [Tax Information](#)

Tax Information

[W-2 Information](#) [1095-C Information](#) [1098 Information](#)

Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format

i By selecting this option, I agree to receive my official W-2 only in electronic format. By receiving electronically, I understand that my official W-2 will be available to download through Self Service and that I will not receive a paper copy of my W-2 nor will it be mailed. Additionally, I understand I will have access to view and print my prior/current W-2 statements until I (a) remove my consent or (b) am no longer employed by the University (W-2 statements will be mailed for those no longer employed by the University).

Withhold my consent

w I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format nor have access to any W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

[Cancel](#) [Save](#)

After saving, prior-year W-2 forms will be shown, if applicable. Example below:

W-2 Statements

Tax Year	Notation
2021	2021 W-2 Statement
2020	2020 W-2 Statement

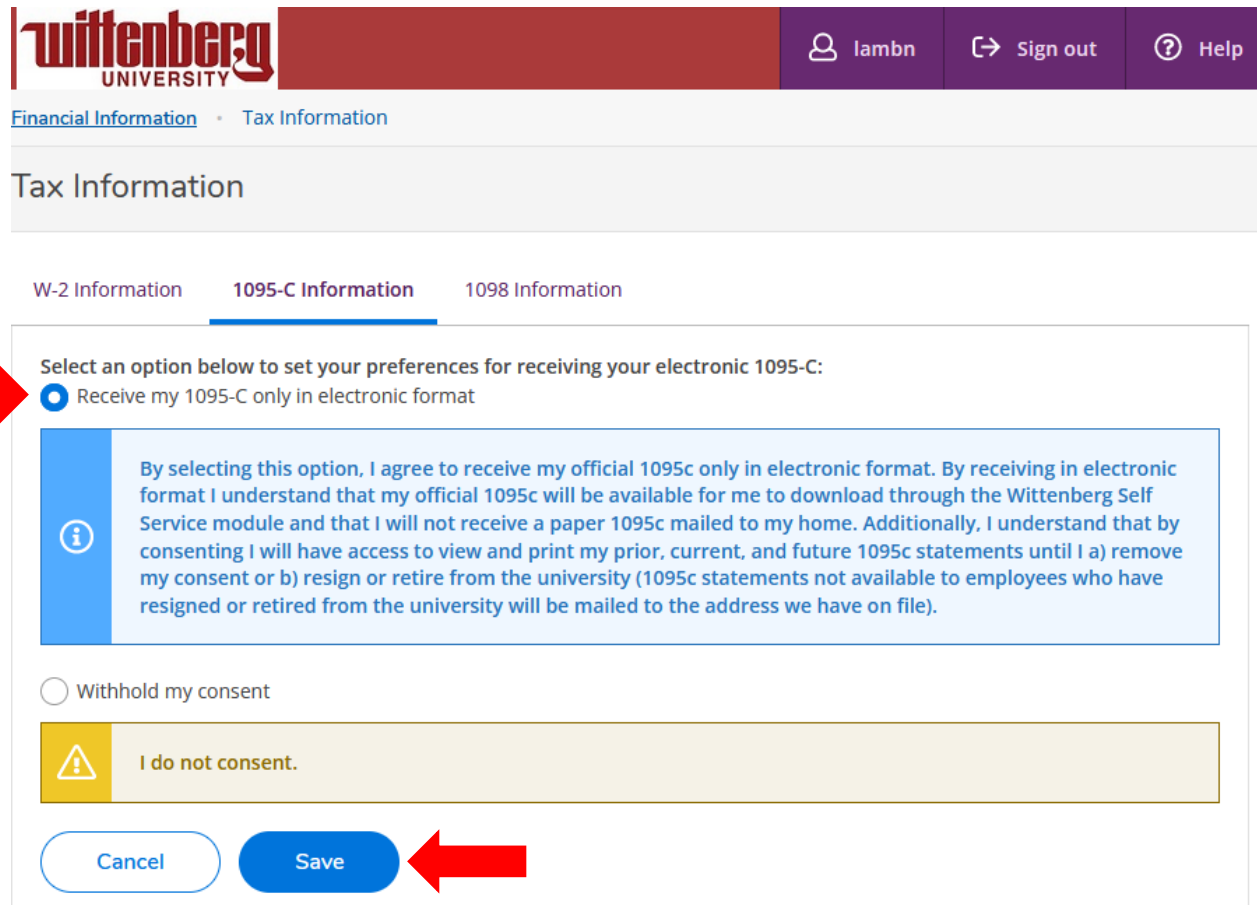
Electronic W-2 Consent History

Date	Consent Status
1/3/2023 4:26:12 PM	Consent Given

For electronic consent for 1095-C Information:

Select “**Receive my 1095-C only in electronic format**”.

Click **Save**.



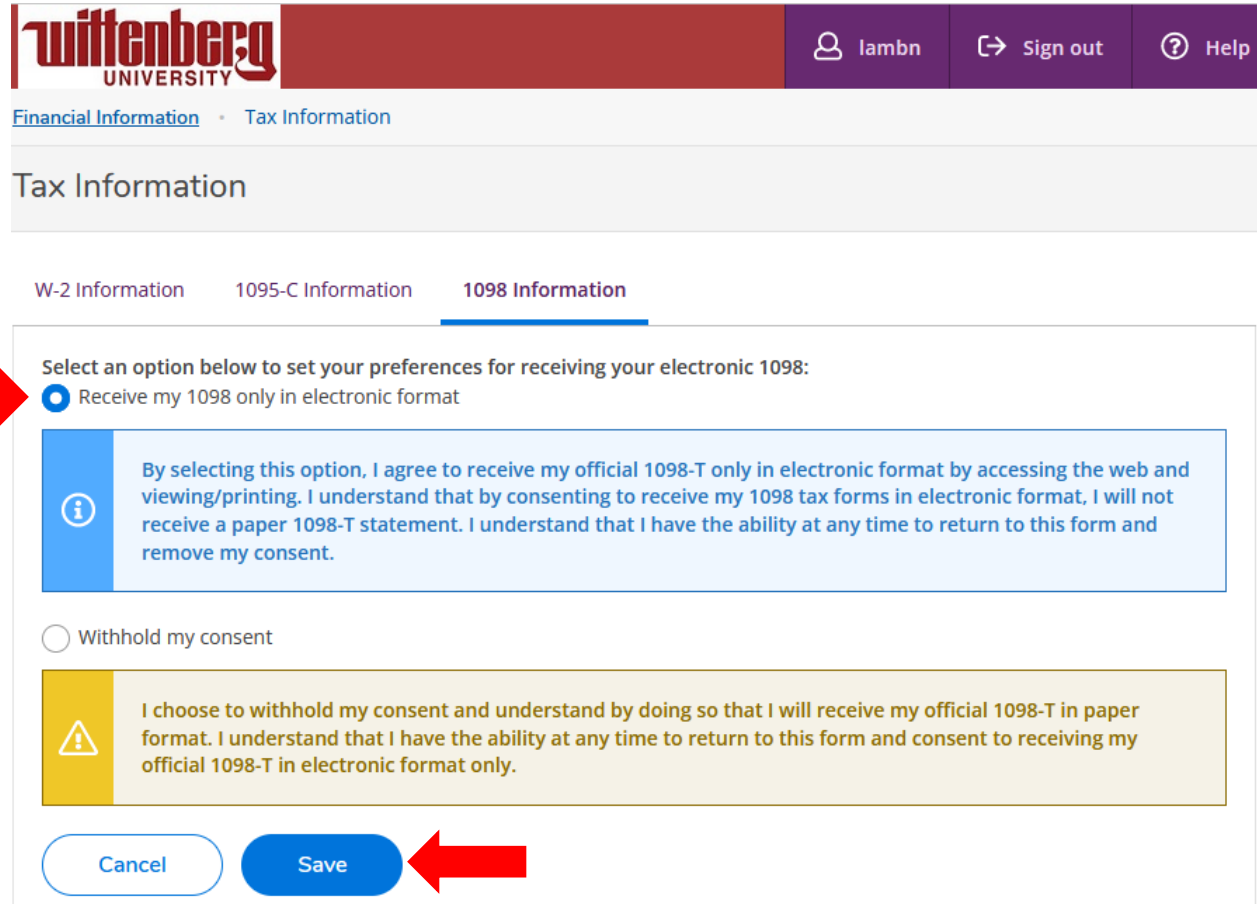
The screenshot shows the Wittenberg University Self Service portal. At the top, there is a navigation bar with the university logo, a user profile icon labeled 'lambn', a 'Sign out' button, and a 'Help' button. Below the navigation bar, there are links for 'Financial Information' and 'Tax Information'. The 'Tax Information' section is active, and under it, there are tabs for 'W-2 Information', '1095-C Information', and '1098 Information'. The '1095-C Information' tab is selected. The main content area displays the following text: 'Select an option below to set your preferences for receiving your electronic 1095-C:'. There are two radio button options: 'Receive my 1095-C only in electronic format' (which is selected) and 'Withhold my consent'. Below these options is a blue information box with a white 'i' icon containing the following text: 'By selecting this option, I agree to receive my official 1095c only in electronic format. By receiving in electronic format I understand that my official 1095c will be available for me to download through the Wittenberg Self Service module and that I will not receive a paper 1095c mailed to my home. Additionally, I understand that by consenting I will have access to view and print my prior, current, and future 1095c statements until I a) remove my consent or b) resign or retire from the university (1095c statements not available to employees who have resigned or retired from the university will be mailed to the address we have on file)'. Below the information box is a yellow warning box with a white '!' icon containing the text 'I do not consent.'. At the bottom of the form are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

*Please note, prior-year forms will **not** be shown for 1095-C purposes. Only 2022 and beyond will be available.*

For electronic consent for 1098-T Information:

Select “**Receive my 1098 only in electronic format**”.

Click **Save**.



The screenshot shows the Wittenberg University self-service portal. The user is logged in as 'lambn'. The navigation menu includes 'Financial Information' and 'Tax Information'. The 'Tax Information' section is active, and the '1098 Information' sub-section is selected. The main content area displays a consent form for receiving 1098-T forms electronically. The form has two options: 'Receive my 1098 only in electronic format' (selected) and 'Withhold my consent'. A red arrow points to the selected radio button. Below the first option is a blue information box with a white 'i' icon, containing the text: 'By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.' Below the second option is a yellow warning box with a white '!' icon, containing the text: 'I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.' At the bottom of the form are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

After saving, prior-year 1098-T forms will be shown, if applicable. Example below:

1098 Statements

Tax Year	Notation
2021	2021 1098T Statement
2020	2020 1098T Statement
2019	2019 1098T Statement
2018	2018 1098T Statement

Electronic 1098 Consent History

Date	Consent Status
1/9/2023 8:34:42 AM	Consent Given

To withhold consent, restricting user access to view/print tax forms via Self-Service and having forms sent via US mail, users must select “Withhold my consent”, for each tax form type. Example of withholding consent shown below.


Select the **tax form type** user wishes to withhold electronic consent. Select **“Withhold my consent”**. Click **Save**.

W-2 Information 1095-C Information **1098 Information**


Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

i By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098-T statement. I understand that I have the ability at any time to return to this form and remove my consent.

 Withhold my consent

w I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.



After saving, tax forms will not be shown. Example below:

You have opted to withhold consent to view your 1098 online.

w **Withhold my consent**
I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.

1098 Statements

Tax Year	Notation
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Electronic 1098 Consent History

Date	Consent Status
1/10/2023 3:43:45 PM	Consent Withheld
1/3/2023 4:26:21 PM	Consent Given