

Reminder: 2023 W-2 and 1095-C Paperless Option

November 15, 2023

Reference Number: NFC-1699549221

Dear Customer,

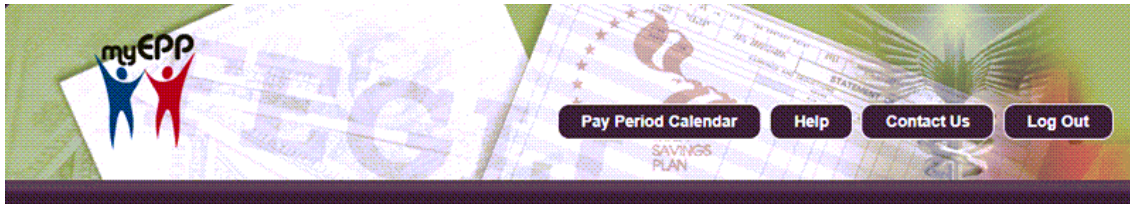
This is a reminder to the notification provided on [June 30, 2023](#). The National Finance Center (NFC) is encouraging all employees to choose the paperless option for their 2023 Internal Revenue Services (IRS) Form W-2, Wage and Tax Statement, and 1095-C Form, Employer-Provided Health Insurance Option.

The paperless option can be accessed through the Employee Personal Page (EPP). A feature has been added in EPP under the Preferences tab called “Change Paper W-2/1095-C” to enable employees to “opt out” of the paper option. Employees wishing to make this election must do so by 12:00 a.m. (midnight) CST on **December 1, 2023**. If no election is made, employees will receive a mailed copy of both forms.

A pop-up message was added to the Employee Personal Page (EPP) to prompt employees to OPT OUT of having their W-2/1095-C mailed. The frequency of the reminder will be every time the users log into EPP applications and have not signed up for the paperless option for W-2 and 1095-C. The message will be displayed after the user confirms the Address Verification pop-up.

In addition, if an employee has already made this election to “opt out”, no action is needed. The employee will remain in the same status of paperless.

Below you will see an example of how to “opt out” of receiving paper copies of both W-2/1095-C.



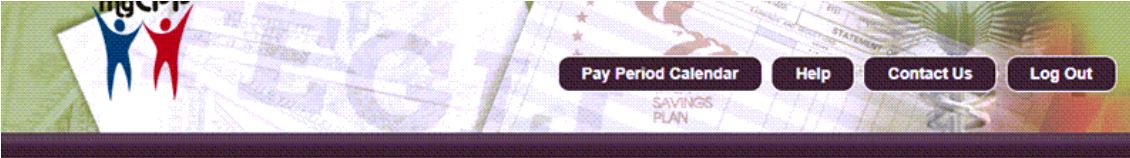
- JOHN DOE
- Home
 - Financial Disclosure
 - Leave Calculator
 - Benefits Statement
 - Personal Info
 - Debt Management
 - Direct Deposit
 - E&L Statements
 - ERI, Gender, & Disability
 - Financial Allotments
 - Federal Tax (W-4)
 - Health Insurance
 - Health Savings Account
 - Leave
 - Residence Address
 - State Tax
 - Third Party Debts
 - TSP
 - TSP Catch-Up
 - Vet Status & Preference
 - W-2
 - 1095-C
 - Miscellaneous
 - Preferences
 - Change Email Addresses
 - Change Paper W-2 & 1095-C

Change Paper W-2 & 1095-C

The "Paper W-2 and 1095-C" option allows you to continue to receive your W-2 and 1095-C by mail. To stop receiving your W-2 and 1095-C by mail, click the Paperless button below.

Changes today will affect how your W-2 and 1095-C is received.

Self-Service History		
Year	W-2 & 1095-C Selection	Date Changed
2020	Paper	1/8/2020 15:05
	Paperless	12/15/2015 13:04
	Paper	12/15/2015 13:04
	Paperless	11/24/2015 13:06
	Paper	10/29/2015 15:07
	Paperless	10/29/2015 14:22
	Paper	10/29/2015 13:52
	Paperless	10/29/2015 13:48
	Paper	10/29/2015 13:43
	Paperless	10/29/2015 13:42



- JOHN DOE
- Home
 - Financial Disclosure
 - Leave Calculator
 - Benefits Statement
 - Personal Info
 - Debt Management
 - Direct Deposit
 - E&L Statements
 - ERI, Gender, & Disability
 - Financial Allotments
 - Federal Tax (W-4)
 - Health Insurance
 - Health Savings Account
 - Leave
 - Residence Address
 - State Tax
 - Third Party Debts
 - TSP
 - TSP Catch-Up
 - Vet Status & Preference
 - W-2
 - 1095-C
 - Miscellaneous
 - Preferences
 - Change Email Addresses
 - Change Paper W-2 & 1095-C
 - Change Password
 - Change Two-Step Authentication

Change Paper W-2 & 1095-C

ATTENTION: You have elected to stop receiving your W-2 and 1095-C by mail.

Your selection must be confirmed in order to become valid. If no selection is made, you will continue to receive your W-2 and 1095-C by mail.

Please make sure that your contact information is current.

Authorized Agency representatives with questions concerning this notification should contact the National Finance Center (NFC) Contact Center at 1-855-632-4468 or via the ServiceNow Customer Service Portal.

- Federated Users <https://nfcbsm.servicenowservices.com>
- Non-Federated Users https://nfcbsm.servicenowservices.com/sp_ess