

How to Elect Online Access to Your Tax Information

The following 2022 Tax Forms will be available electronically online 01/31/23:

- W-2: Wage and Tax Statement

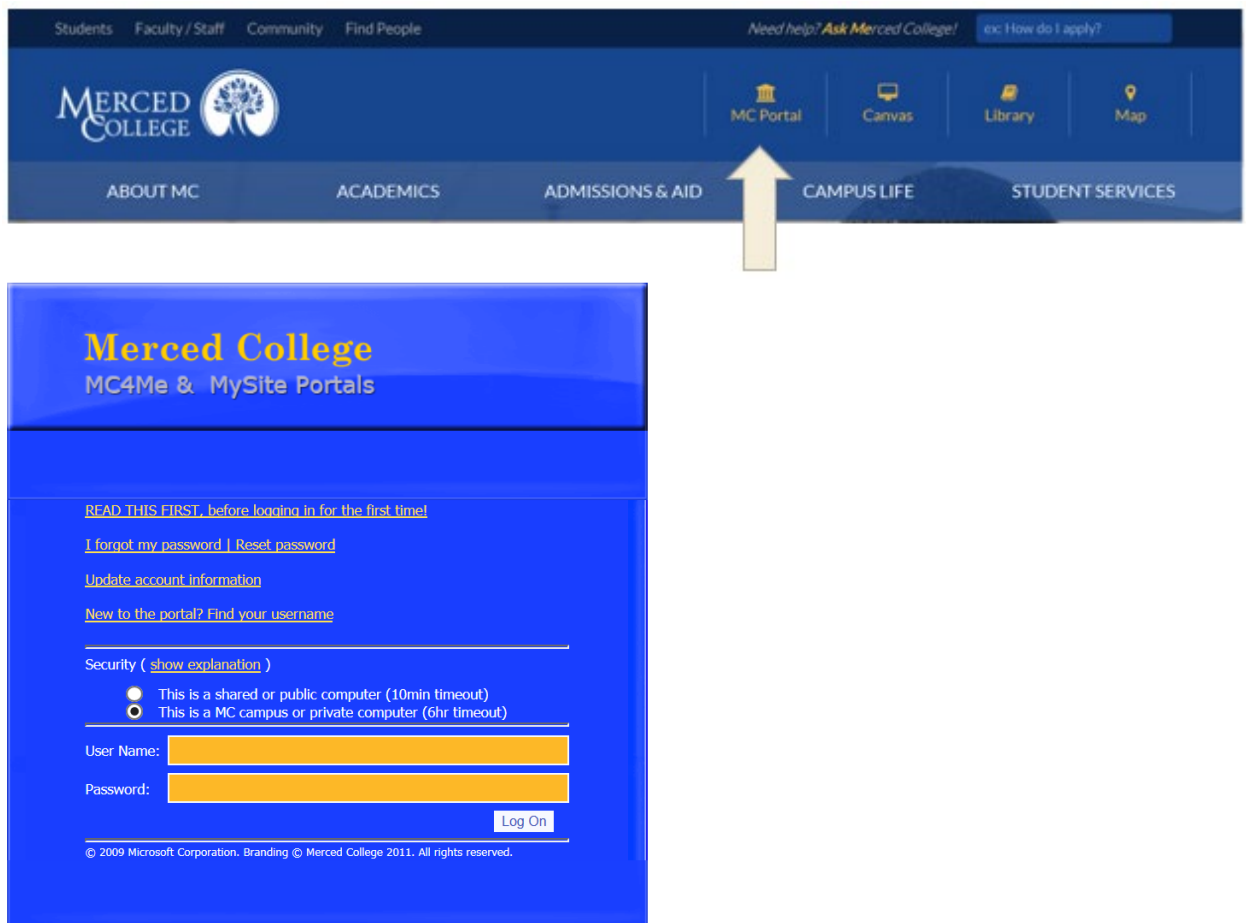
All you have to do is consent to receive them via your MC4ME Portal.

By electing to receive your tax forms in electronic format:

- You will have access to view and print your current, prior and future tax forms until you remove your consent.
- A paper statement will no longer be produced or mailed to you.

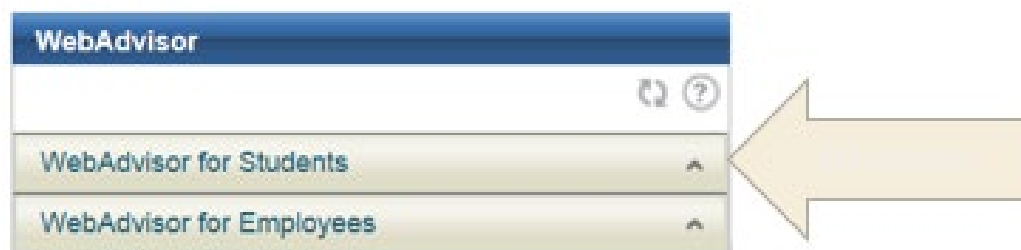
Instructions for opting to receive your tax forms electronically.

1. Log into [MC Portal](#)



The image shows two screenshots from the Merced College website. The top screenshot is the main navigation bar with links for Students, Faculty / Staff, Community, and Find People. It also includes a search bar and a link to 'Need help? Ask Merced College!'. Below this is a row of icons for MC Portal, Canvas, Library, and Map. An arrow points from the MC Portal icon to the bottom screenshot. The bottom screenshot is the MC4Me & MySite Portals login page. It features the Merced College logo and a list of links: 'READ THIS FIRST, before logging in for the first time!', 'I forgot my password | Reset password', 'Update account information', and 'New to the portal? Find your username'. Below these links is a security section with two radio buttons: 'This is a shared or public computer (10min timeout)' and 'This is a MC campus or private computer (6hr timeout)'. There are input fields for 'User Name:' and 'Password:', and a 'Log On' button. At the bottom, it says '© 2009 Microsoft Corporation. Branding © Merced College 2011. All rights reserved.'

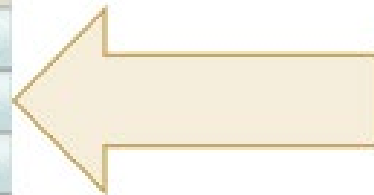
2. Web Advisor for Students



The image shows a screenshot of the WebAdvisor interface. It has a title bar 'WebAdvisor' with a refresh icon and a help icon. Below the title bar are two links: 'WebAdvisor for Students' and 'WebAdvisor for Employees'. An arrow points from the 'WebAdvisor for Students' link to the right.

3. Select: Financial Information

WebAdvisor	
	↻ ?
WebAdvisor for Students	▼
User Account	▲
Financial Information	▲
Financial Aid	▲
Registration	▲
Academic Planning	▲
Academic Profile	▲
WebAdvisor for Employees	▲



4. Select: 1098-T Tax Information

WebAdvisor	
	↻ ?
WebAdvisor for Students	▼
User Account	▲
Financial Information	▼
Pay On My Account	
1098-T Tax Information	
Financial Aid	▲
Registration	▲
Academic Planning	▲
Academic Profile	▲
WebAdvisor for Employees	▲



5. Select: Change Preferences

Employment · Employee · Tax Information

Tax Information

W-2 Information 1095-C Information 1098 Information

You have opted to withhold consent to view your W-2 online. [Change Preferences](#)

Withhold my consent

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future 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.

6. Select: Receive my W-2 only in electronic format. Then, click Save.

Employment · Employee · 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. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. 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 not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future 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](#)