

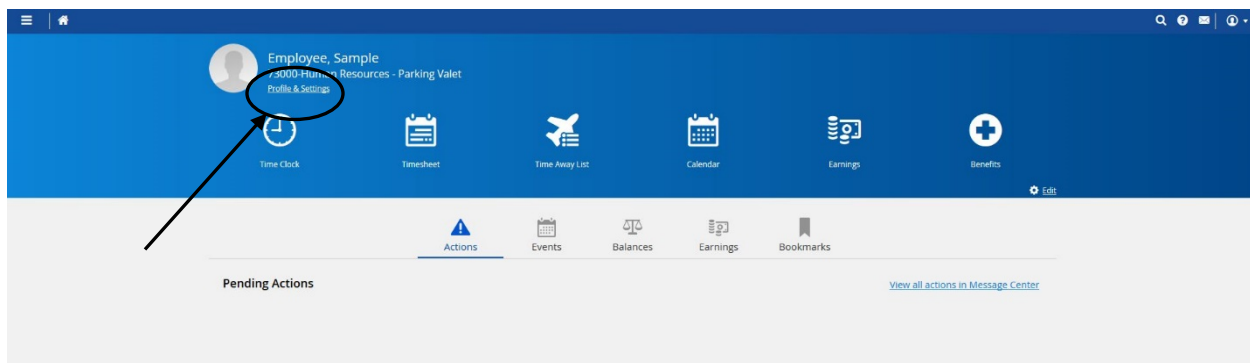


Requesting Electronic Tax Forms Instructions

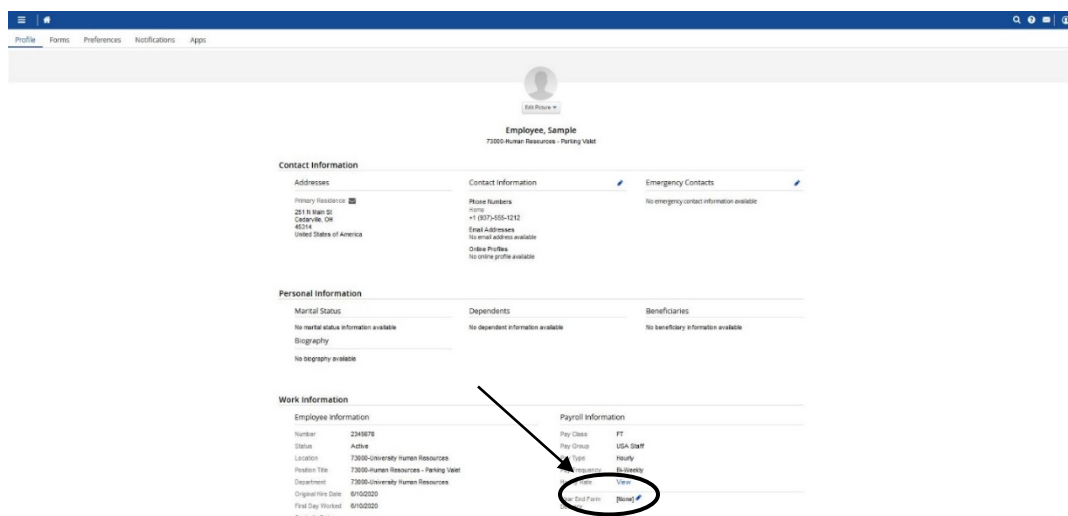
Follow the instructions below to sign up for electronic employment related tax forms. If you need additional help, please click the Help button in the top right corner of your screen. For questions about your tax forms, please contact taxforms@cedarville.edu.

Requesting Electronic Tax Forms for the First Time

1. Log in to the Dayforce homepage at cedarville.edu/dayforce. You will see a screen that looks like the following:



2. Choose the Profile & Settings option under your name in the top left corner. You will then see the Profile homepage.



3. Choose the Year End Form Delivery edit option under Payroll Information.

Year End Form Delivery

Consent to deliver your Year End Tax Statement electronically without receiving a paper statement

To comply with specific Government regulations to provide electronic Year End Tax Statements, employees must provide their consent to receive electronic statements in lieu of a paper copy.

Any employee who does not consent to receive his/her Year End Tax Statement(s) electronic-only will continue to receive a paper copy of the Year End Tax Statement(s). Employees will continue to have electronic access through Employee Self-Service.

Please read this entire notice and follow the instructions below.

Employees who wish to receive their Year End Tax Statements electronically-only must:

1. Select each Tax Form from the list below.
2. Click on Approve to consent to stop receiving paper Year End Tax Statements for the selected tax form(s).

- Consent will become effective immediately and for all subsequent tax years. - Consent will apply to any Corrected Tax Statements as well. - Consent will apply to every Legal Entity for the selected tax form(s). - Consent will cease to apply when you are no longer employed by your company as you must receive paper tax statements.

You will receive an acknowledgement of your consent that contains the required disclosure information, as well as instructions on how to withdraw your consent for Year End Tax Statements electronically instead of a paper copy.

☒ W-2 ☒ 1095-C

Approve **Cancel**

4. Please read the agreement and choose the forms that you would like electronically. All employees receive the W-2. Full- and part-time employees with benefits also receive the 1095-C.

5. Click Approve.

6. Sign out. That's it. You have completed requesting Tax Forms to be sent to you electronically.