

A-28. W-2/1095-C Consent/Revoke Form, page 1

IRS Form W-2, Wage and Tax Statement, and Form 1095-C, Employer Provided Health Insurance Offer and Coverage, is provided annually to all employees with wages. IRS requires that the W-2(s) and 1095-C be provided in hard copy unless the employee opts to receive the form electronically.

An employee has the option to suppress the printing and mailing of the W-2 or 1095-C by “turning off” the hard copy via [Employee Express](#) (EEX) or by completing the “Consent/Revoke” election below.

Please read instructions on next page before filling out this form.

By checking the “Consent” line below for either the W-2 or 1095-C, I agree IBC will **not** print or mail my annual W-2 and/or 1095-C, as identified, to my home or designated address. I will be responsible to print my W-2 and/or 1095-C, as identified, from Employee Express. This consent will be valid until I revoke this action within Employee Express, or by submitting this form with the “Revoked” line marked, to the address listed on the next page.

Employee Name _____ SSN (last 4 digits) XXX-XX-_____

Department _____ Bureau _____

CONSENT – IBC will not send the paper form(s) identified below to my home or designated address. This consent does not apply to previously issued Forms W-2(s) and/or 1095-C.

Form W-2 *Form 1095-C*

REVOKED – IBC will resume printing and mailing my annual form(s) identified below to my home or designated address. This revocation does not apply to previously issued Form W-2(s) and/or 1095-C.

Form W-2 *Form 1095-C*

Employee Signature

Date

Effective April 2020

Controlled Unclassified Information

Privacy Act Statement: This information is requested under the authority of 5 U.S.C. 5101; 31, U.S.C. 3512, et seq., 31 U.S.C. 1101, et seq, and Executive Order 9397 for the purpose of processing employee entitlements and voluntary or involuntary pay deductions. Information will be used to determine present and future entitlements, corrections for employee wages, tips, and other compensation, and report taxable fringe benefits. Information may be disclosed to authorized agency officials to facilitate processing of pay and entitlements, to the Internal Revenue Service for tax reporting, and other agencies and organizations as required to comply with Federal law and agency requirements as outlined in the routine uses in DOI-85, Payroll, Attendance, Retirement, and Leave Records, 83 FR 34156 (July 19, 2018), which may be viewed at <https://www.doi.gov/privacy/sorn>. Providing information is voluntary, however, failure to provide the requested information may delay processing for entitlements or payroll deductions.

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Instructions

EEX W-2 Hard Copy On/Off:

- Active employees may log into EEX and “click” on W-2 Hard Copy On/Off in the left column.
- If “off” is selected, the employee will not receive a hard copy W-2 mailed to his/her address of record. The employee will be able to view and print their W-2(s) through EEX.
- If “on” is selected, the employee will receive a hard copy W-2 mailed to his/her address of record. The employee may continue to view and print their W-2(s) through EEX.
- If an employee previously turned off the W-2 print, he/she may revoke the decision by changing the W-2 Print Indicator in EEX.

EEX 1095-C Hard Copy On/Off:

- Active employees may log into EEX and “click” on 1095-C Hard Copy On/Off in the left column.
- If “off” is selected, the employee will not receive a hard copy 1095-C mailed to his/her address of record. The employee will be able to view and print their 1095-C through EEX.
- If “on” is selected, the employee will receive a hard copy 1095-C mailed to his/her address of record. An active employee may continue to view and print their 1095-C through EEX.
- If an employee previously turned off the 1095-C print, he/she may revoke the decision by changing the 1095-C Print Indicator in EEX.

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- Employees may complete this form and submit it to their Servicing Personnel Office; or
- Mail directly to the Interior Business Center, Payroll Operations Branch at PO Box 272030, D-2660, Denver, CO 80227.
- If an employee previously turned off the W-2 and/or 1095-C print, he/she may revoke the decision by marking the “Revoked” line of this form and submitting it as described above.

Elections must be processed by December 30th to be effective for the current tax year. An election will remain in place until the employee revokes it or separates. EEX is available to active employees; consequently, all inactive employees will receive a hard copy W-2(s) and/or 1095-C.

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