

W-2 & 1095-C Electronic Consent and Statements

Please use the following instructions to view or to consent to view your electronic W-2 and/or your 1095-C statements.

- Navigate to [Colleague Self Service](#):
- Enter your Hamilton College Username and Password
- Click “Login”
- Authenticate with Duo

Hamilton

Login to Colleague Self-Service

Username

> [Forgot your password?](#)

Password

> [Need Help?](#)

Login

For assistance signing into or using Colleague Self-Service, please contact the Hamilton College Help Desk at 315-859-4181.

Hamilton

Authentication with Duo is required for the requested service.

> [Need Help?](#)



Remember me for 15 days

[Cancel this Request](#)

Once you have successfully logged in:

- Click on “Employees”

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Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 **Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

- Click “Tax Information”

Hamilton

[Employment](#) • [Employee](#) • [Employee Overview](#)

Welcome to Colleague Employee Self-Service!

 **Tax Information**
Here you can change your consent for e-delivery of tax information.

The “Tax Information” tile maintains record of your electronic consent and your electronic W-2 and 1095-C statements. Your statements are only visible upon providing your consent to receiving these forms in the electronic format.

W-2 Electronic Consent & Statements:

- Verify your consent by selecting “Receive my W-2 only in electronic format”
- Then click “Save”

The screenshot shows the Hamilton Tax Information page. At the top, there is a navigation bar with the Hamilton logo, user name 'jwaterma', and links for 'Sign out' and 'Help'. Below the navigation bar, the page title is 'Tax Information'. Underneath, there are tabs for 'W-2 Information' and '1095-C Information'. The main content area is titled 'W-2 Information' and contains a form for selecting preferences for receiving electronic W-2 statements. The form has two radio button options: 'Receive my W-2 only in electronic format' (selected) and 'Withhold my consent'. Each option has a corresponding information box with a blue 'i' icon and a yellow warning icon. At the bottom of the form are 'Cancel' and 'Save' buttons. Below the form, there are two tabs: 'W-2 Statements' and 'Electronic W-2 Consent History'.

After you consent, you will be able to see up to seven years of W-2 statements. You can also view your W-2 Consent History.

The screenshot shows the Hamilton Tax Information page after consent. At the top, there is a navigation bar with the Hamilton logo, user name 'jwaterma', and links for 'Sign out' and 'Help'. Below the navigation bar, the page title is 'Tax Information'. Underneath, there are tabs for 'W-2 Information' and '1095-C Information'. The main content area is titled 'W-2 Information' and contains a form for selecting preferences for receiving electronic W-2 statements. The form has two radio button options: 'Receive my W-2 only in electronic format' (selected) and 'Withhold my consent'. Each option has a corresponding information box with a blue 'i' icon and a yellow warning icon. At the bottom of the form are 'Cancel' and 'Save' buttons. Below the form, there are two tabs: 'W-2 Statements' and 'Electronic W-2 Consent History'. The 'W-2 Statements' tab is active and shows a table with columns 'Tax Year' and 'Notation'. The 'Electronic W-2 Consent History' tab is also active and shows a table with columns 'Date' and 'Consent Status'.

Tax Year	Notation
2020	2020 W-2 Statement
2019	2019 W-2 Statement
2018	2018 W-2 Statement

Date	Consent Status
11/7/2016 9:54:56 AM	Consent Given

1095-C Electronic Consent & Statements:

Under Tax Information, you can also update your 1095-C electronic consent (Employer Provided Health Insurance Coverage).

- Verify your consent by selecting “Receive my W-2 only in electronic format”
- Then click “Save”

The screenshot shows the Hamilton website's 1095-C Information page. The header includes the Hamilton logo and user information (jwaterma, Sign out, Help). The breadcrumb trail is Employment > Employee > Tax Information. The page title is Tax Information. Below the breadcrumb trail, there are tabs for W-2 Information and 1095-C Information. The main content area contains a form with the following elements:

- A heading: "Select an option below to set your preferences for receiving your electronic 1095-C:"
- A radio button selected for "Receive my 1095-C only in electronic format".
- A blue information box with an 'i' icon containing the text: "By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095-C 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."
- A radio button for "Withhold my consent".
- A yellow warning box with a triangle icon containing the text: "I choose to withhold my consent and understand by doing so that I will not receive my official 1095-C in electronic format. I also understand that by withholding my consent, I will not have access to prior or future 1095-C statements electronically. I understand that I have the ability at any time to return to this form and consent to view my 1095-C statements electronically."
- Buttons for "Cancel" and "Save".
- Links for "1095-C Statements" and "Electronic 1095-C Consent History".

After you consent, you will be able to see up to seven years of 1095-C statements. You can also view your 1095-C Consent History.

The screenshot shows the Hamilton website's 1095-C Information page after consent. The breadcrumb trail is W-2 Information > 1095-C Information. The page title is 1095-C Information. Below the breadcrumb trail, there are tabs for W-2 Information and 1095-C Information. The main content area contains the following elements:

- A message: "You have opted to receive your 1095-C in electronic format." with a "Change Preferences" button.
- A blue information box with an 'i' icon containing the text: "Receive my 1095-C only in electronic format. By selecting this option, I agree to receive my official 1095-C only in electronic format. I understand that by consenting to receive my 1095-C in electronic format, I will not receive a paper 1095-C statement. I understand that prior, current and future 1095-C 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."
- Two tables: "1095-C Statements" and "Electronic 1095-C Consent History".

Tax Year	Notation
2020	2020 1095-C Statement
2019	2019 1095-C Statement
2018	2018 1095-C Statement

Date	Consent Status
1/21/2022 10:08:34 AM	Consent Given