

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?](#)

 Settings

[Send Me a Push](#)

[Call Me](#)

[Enter a Passcode](#)

Remember me for 15 days

[Cancel this Request](#)


Once you have successfully logged in:

- Click on “Employees”

Hamilton

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 "Tax Information" section. The user is logged in as "jwaterma". The page title is "Tax Information". Under "1095-C Information", there is a form to set preferences for receiving electronic 1095-C statements. The form has two options: "Receive my 1095-C only in electronic format" (selected) and "Withhold my consent". The selected option includes a detailed consent statement. Below the form are "Cancel" and "Save" buttons. At the bottom, there are 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" section. The user has opted to receive their 1095-C in electronic format. There is a "Change Preferences" button. Below this, there is a consent statement. The page is divided into two main sections: "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