

ELECTRONIC TAX FORMS

Get ready for tax season! Choose online delivery to receive your W-2 forms in Employee Self-Service – no more waiting for the mail.

Requesting electronic delivery is easy, quick, and secure.

- 1.** Log in to Employee Self-Service using the QR code or through hris.uiowa.edu.
- 2.** Select the Time & Pay tile.
- 3.** Select Year-End Tax Information under the Taxes section.
- 4.** Navigate to Form Delivery Options.
- 5.** Choose online delivery to receive your tax forms electronically.



Choose online delivery
hris.uiowa.edu

