Accessing Your W2 and 1095 Forms in Paycom

When you first got access to the Paycom system, you were asked how you want to receive your W2 and 1095 forms. You had to select "mail" or "electronic" for your year-end tax documents.

How do I know what I chose?

If you don't remember what you chose:
- Login in to Paycom ESS site same way you clock in/out each day.
- Select Payroll icon.
- Scroll down to select Year-End Tax Forms.
- At the bottom, it tells you what you chose, and you can change it if you want.   (ex: You have elected to receive an electronic copy only of your Form W-2. To change your preference, click "here."
- If you want to change your option, click the blue "here". It will open to a page of legal information. Scroll down to the very bottom. You will see three places with boxes and **green** check marks.
- Click on the **green** check mark **IF** you want to change your preference. It will ask you again if you really want to make that change and confirm.

How do I see/get my forms?

- If you selected electronic, you will find it in the Payroll tab, and scroll down to Year-End Tax Forms. You will see it saved as a PDF, which you can open, save and/or print from any personal computer or a smart phone. **You will not be able to use an OATS tablet for this**.
  - There is a tab for W2 and one for 1095.
  - Under the word "view" click on the eyeball icon.
  - You can open it, view it, save it, and print it from here.

- If you selected mail, the OATS Transit Home Office will receive those mid to late January each year. Then, we will mail them to you from our home office. IMPORTANT: Make sure your address is correct in Paycom, otherwise that will slow down the process of getting it timely. You will find your address we have on file under the tab called Information, then Address and Contact Information.

You will not get a W-2 via mail and electronic both, it is what you chose originally. Please make sure you check which method you want as office staff will not be responsible for printing them for you if you chose electronic in error.