



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

Human Resources Department

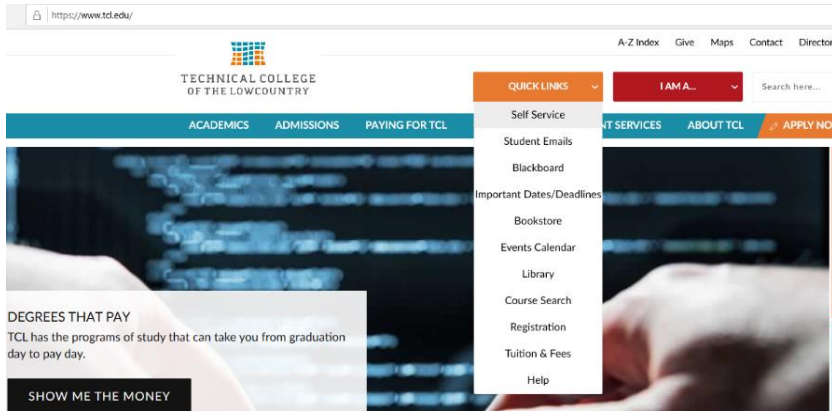
843-525-8253

Building 3

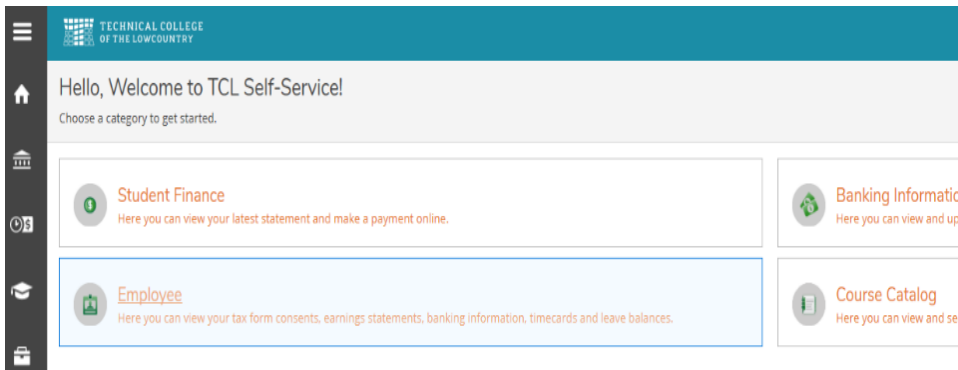
Room 103

## Selecting electronic W-22 and 1095-C

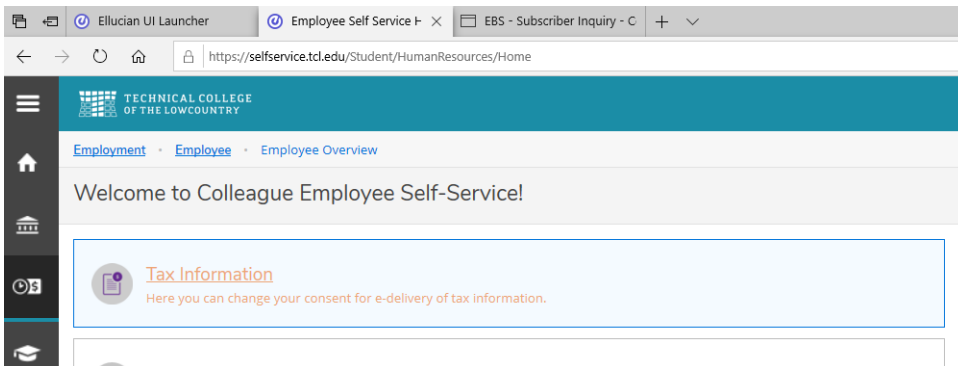
- Go To [www.TCL.edu](http://www.TCL.edu)
- Select Quick Links
- Select Self Service and sign In.



Click on Employee



Click on Tax information



**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Make electronic selection on both the **W-2 tab** and the **1095-C** tab. “Receive my W-2 only in electronic format” click save and “Receive my 1095-C only in electronic format” click save.

The screenshot shows a web interface for 'Tax Information'. Under the '1095-C Information' tab, there is a section titled 'Select an option below to set your preferences for receiving your electronic 1095-C'. The first option, 'Receive my 1095-C only in electronic format', is selected with a radio button. Below this is a blue information box with a question mark icon containing the text: 'By selecting this option, I agree to receive my official 1095C only in electronic format. I understand that by consenting to receive my 1095C in electronic format, I will not receive a paper 1095C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095C 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.' The second option, 'Withhold my consent', is unselected. Below it is 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 1095C in electronic format. I also understand that by withholding my consent, I will not have access to prior or future 1095C statements electronically. I understand that I have the ability at any time to return to this form and consent to view my 1095C statements electronically.' A blue 'Save' button is located at the bottom left of the form area.

You will receive notice that your documents are now electronic and will be available mid to late January 2020. **Electronic version are highly encourage to avoid being lost in the Unites States Postal Service.**

Thank you,  
Human Resources

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**