INSTRUCTIONS FOR SIGNING UP TO GET YOUR TAX FORMS ELECTRONICALLY

- Go to the website www.mytaxform.com.
- In the Log In box to the right, type in the Employer Name/Code: 11332, then click Login.
- Enter your Social Security Number (without dashes or spaces) and click Continue.
- Enter your PIN. If you’ve signed up for an electronic W-2 before, enter the PIN you have previously used. If you’ve forgotten it, click Forgot Your Pin to retrieve it.
- If you’ve never signed up before, use the following as your PIN: the last four digits of your Social Security Number plus your birth month and the last two digits of your birth year. (EXAMPLE: Social Security Number: 999-49-5731; Birth year and month: July 1972. PIN would be 57310772).
- After entering your PIN, click Log in.
- If this is your first time on this site, you will be asked a series of security questions.
- Click the Go Paperless Today button.
- Check the W-2 & 1095-C boxes. If you’ve signed up before, the W-2 box will already be checked.
- Read the Disclosure Information and Click on Test Now.
- A pop up window should appear which says “Test Complete.”
- Close the pop up window and click the statement that says “I saw the test...”
- If you did not see the test in your pop up window, contact your IT support for assistance. You may need to install Acrobat Reader.
- Complete the consent form with your contact information. Select Continue.
- Review your information and click Confirm.
- Your receipt will show. You may want to print for your records (click Confirmation Receipt).
- Click Logout.

If you have questions, contact the Emory University Payroll Department at 404-727-6100.