e-W2 ENROLLMENT & ACCESS INSTRUCTIONS

New Enrollees: Consent to e-W2

1. Visit http://www.mytaxform.com
2. Log in by entering:
   - Employer Code 13138
3. Choose “Register Now” and follow the prompts.
4. Continue through the verification process. You will be prompted to choose a delivery method (email, text, or phone call) for a one-time passcode that completes the verification process.
5. Upon successful identity verification and login, you will be asked to create a personalized User ID and password.
6. Click on the box “Set me up to receive my tax forms online”.
7. Read the disclosure and mark the checkbox to acknowledge your understanding and acceptance of the online tax form delivery terms.
8. Select “Accept & Continue.”
9. Select the correct email address and mailing address—then select “Confirm & Submit.”
10. After the information is confirmed, you will be presented with a receipt page confirming your consent for electronic tax form delivery.

Returning Enrollees:

1. Visit http://www.mytaxform.com
2. Log in by entering:
   - Employer Code 13138
3. Follow the prompts to login with your personal information
4. Continue through the verification process. You will be prompted to choose a delivery method (email, text, or phone call) for a one-time passcode that completes the verification process.
5. Upon successful identity verification and login, you will be asked to create a personalized User ID and password.

If you are unable to login, email #HRPayroll@rfcuny.org with the subject line “W-2 Assistance” and include your employee ID number, phone number, and email address.