

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.