Electronic W-2 & 1095-C Consent Instructions

1. On your MyBethel Home page, click on the “Employee” tab.

2. Click on “Employee Banner Resources” and then locate the Taxes section.

3. Click on Taxes “^” (up arrow) to expand the Taxes section.

4. Click on “Electronic Regulatory Consent”.

5. Read the Electronic W-2 and 1095-C Consent Form and check the box at the bottom to receive the electronic W-2 and 1095-C as your only copy.

6. Click “Submit”.

7. Before closing the form, verify that there is a confirmation notification at the top that reads “Electronic Statement consent was submitted successfully.”

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