



United States Department of the Interior

INTERIOR BUSINESS CENTER

Denver, CO 80235

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November 17, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives

From: Christine Zertuche-Roche, Chief //signed//
Payroll Operations Division

Subject: Print Option for Tax Forms in Employee Express (EEX)

Please share this information with all employees. EEX allows active employees to access the Form W-2, Wage and Tax Statement, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, electronically or indicate receipt via mailed printed copy. There are significant advantages to receiving the IRS Forms electronically, though from active employees of all the agencies we service, only around 49% elect to receive the Form W-2, and fewer still, 26%, elect to receive Form 1095-C electronically. If you would like to know your agency's W-2 percentages, this information is available on Datamart using the Combine File to query all active employees "W2 Mail Indicator." The Form 1095-C data is not available on Datamart. If you wish to request this data, please contact the Interior Business Center (IBC) Customer Support Center at the phone number listed below.

We encourage employees who currently elect to receive their Form W-2 and/or Form 1095-C via a 'hard' printed copy to consider the advantages of receiving it electronically:

- Conveniently available on a safe and secure website anywhere there is internet access
- Reduces the risk of identity theft associated with being lost or stolen as a result of postal delivery
- Earlier access to your Forms; the target availability date for the 2020 Form W-2s is January 16, 2021 as opposed to the 'hard' copies being mailed no later than February 1, 2021
- Access to view, print or save the five most recent years of your Forms at anytime
- One Form W-2 with multiple states and/or localities
- Form W-2C, Corrected Wage and Tax Statements, updated on a daily basis
- Environmentally friendly alternative

Active employees who would like to change their election from 'hard' printed copy to electronic for 2020 and/or for future years can easily do this through EEX, their Serving Personnel Office (SPO) or payroll liaison. If they choose the electronic option, the IBC will not mail the Form W-2 and/or Form 1095-C. Once elected, the employee agrees to obtain their Form W-2 and/or Form 1095-C directly through EEX. The Internal Revenue Service requires each employee who

elects to receive the Form W-2 or Form 1095-C electronically to submit consent either electronically or by a paper document. At any time, through EEX, employees may revoke the electronic option. For employees who separate or retire, the electronic print option automatically changes to a printed and mailed copy. Please ensure an updated address is entered into FPPS upon separation.

Election for the electronic 2020 IRS Form changes are encouraged to be processed no later than December 28, 2020. All employees should review their Leave and Earnings Statement for accuracy, especially those who may have had a state change that will affect the reporting on their 2020 Form W-2. Employees who have not accessed EEX in the last twelve months or have forgotten their Login ID or PIN/Password can submit their online request at the EEX link below:

1. Access EEX at <https://www.employeeexpress.gov/>
 - Log into EEX
 - Under “Payroll /Personnel” on the left side of the home page, select “W-2 Hard Copy On/Off” and/or “1095-C hard Copy On/Off”
 - Select Off and then select the Save button

2. Complete the attached “Consent/Revoke Form” or download Appendix page A-28 at <https://www3.ibc.doi.gov/services/hr/payroll/manuals/docs/ClientInterfaceGuide.pdf>. Agency SPOs, payroll liaisons, the IBC Payroll Operations Division (POD), or others with access to the ADIN/ADCG commands, can input the change. The employee’s written request form must be retained or sent to POD for document imaging.

If an employee does not want to change their current Form W-2 and/or 1095-C print option, please have them verify their mailing address. To ensure receipt of a mailed Form, any change of address requests sent through the U.S. Postal Service must be processed no later than December 18, 2020. Verification and address changes can be completed via EEX, through their SPO or payroll liaison.

We encourage all employees to turn off their print option. If you have any questions, please call the IBC Customer Support Center at (888) 367-1622.

Attachment
[CIG A-28](#)