Email Year End Forms

On the employee attachment screen, if the form is a **W2, 1095C**, or a **1099R**, and the employee has both an email address and a consent date, the form can be emailed to the employee at the email address on the employee maintenance record. See **HR-575** for more information on obtaining consent.

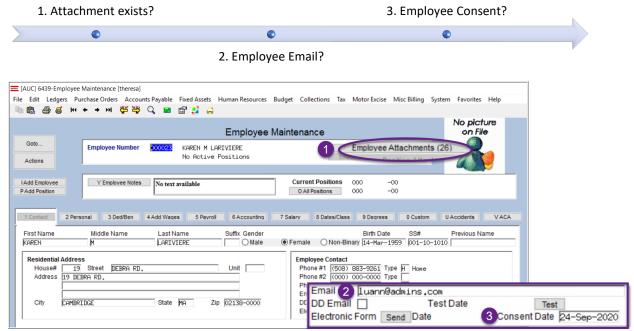
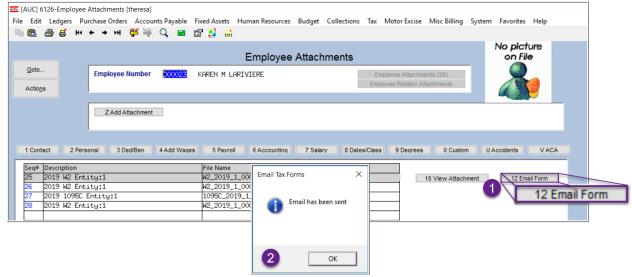


Figure 1 An employee with attachments and an email address who has provided consent

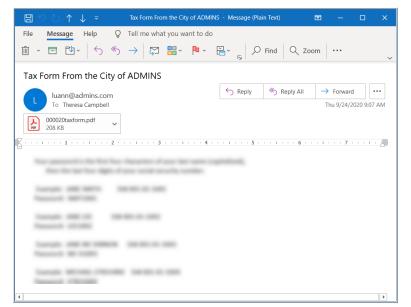
After checking that the above criteria are met, select the **[Employee Attachments]** button to access the **Employee Attachments** screen. 1. Select the form and then click on the **[12 Email Form]** button.



2. A popup will confirm that the email has been sent. Click on [OK].

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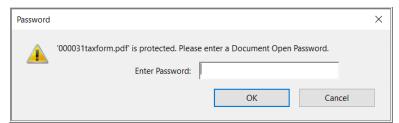
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The email will be sent to the email address on the employee record, with the form included as a password-protected attachment with instructions on how to open the attachment, as shown in Figure 2.

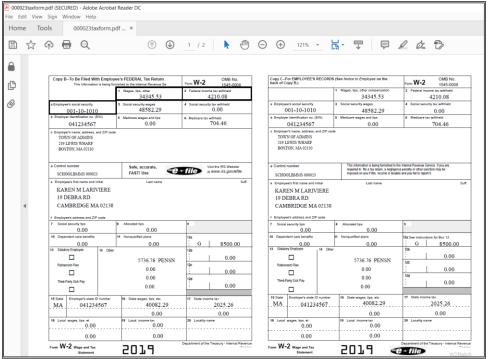
The instructions are intentionally obscured here.

Figure 2 Sample Email with an attached form



When the recipient receives the email and clicks on the attachment, the prompt for the password will appear as shown in Figure 3.

Figure 3 Password prompt to open the encrypted, password protected document



The form will be displayed as shown in Figure 4.

This example is for a W2; comparable results will be achieved for forms 1095C and **1099R** when selected for emailing.

Figure 4 The requested document will be displayed for the email recipient to view, save, or print