



Updated: 12/9/16

SABHRS Payroll: 444-2962; [payroll@mt.gov](mailto:payroll@mt.gov)

SABHRS HR: 444-3035; [sabhrshr@mt.gov](mailto:sabhrshr@mt.gov)

Employees have the option to stop receiving the paper copies of the W-2 statement in the mail, and instead consent to receive their W-2 statement electronically via Self-Service. This decision will be the same for any W-2c forms (corrected W-2's). For additional information on the W-2 consent process, see <http://hr.mt.gov/neww2consent>.

## I. Consent to receive Form W-2 electronically

As required by the IRS, this consent must be made electronically in a manner that reasonably demonstrates that the employee can access the W-2 in the electronic format in which it will be provided. Therefore, electronic W-2 consent will be completed via Self-Service and employees will be able to retrieve the W-2 statement from Self-Service once it is available.

### To provide consent:

1. Login to SABHRS HR Self-Service through the [MINE portal](#) if on the State network and click the **Employee Self Service** link or if outside the State network go to <https://sabhrs.mt.gov/>. *For most agencies, this is the same User ID/password combination you use to login to your computer. For those agencies whose computer login differs from the Outlook login, enter the login credentials used for logging into Outlook.*
2. Navigate to **Payroll and Compensation > W-2/W-2c Consent**.
3. Read the statement in the box.
4. If you agree with the statement in the box, click inside the checkbox labeled "Check here to indicate your consent to receive electronic W-2 and W-2c forms." Upon checking this box, you are agreeing to stop receiving the paper mailed W-2 statement and will instead access the form electronically via Self-service.

5. Click the *Submit* button.



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6. Enter your password in the *Password* field.

7. Click the *Continue* button.
8. You will see a *Submit Confirmation* screen.
9. Click the *OK* button.
10. A system generated confirmation email will be sent to the preferred email address listed on the *Personal Information* page in Self-service.

## II. Withdraw consent to receive Form W-2

### To withdraw consent electronically:

1. Login to SABHRS HR Self-Service through the [MINE portal](#) if on the State network and click the **Employee Self Service** link, or if outside the State network go to <https://sabhrs.mt.gov/>. For most agencies, this is the same User ID/password combination you use to login to your computer. For those agencies whose computer login differs from the Outlook login, enter the login credentials used for logging into Outlook.
2. Navigate to **Payroll and Compensation > W-2/W-2c Consent**.
3. Click inside the checkbox labeled "Check here to withdraw your consent to receive electronic W-2 and W-2c forms." Upon checking this box, you are agreeing to resume receiving the paper mailed W-2 statement.

4. Click the *Submit* button.



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5. Enter your password in the *Password* field.


A screenshot of a web browser window titled "Verify Identity". The page contains the text "To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out." Below this, there is a label "User ID: CM0565" and a "Password:" label followed by a text input field. At the bottom of the form, there are two buttons: "Continue" and "Cancel".

6. Click the *Continue* button.
7. You will see a *Submit Confirmation* screen.
8. Click the *OK* button.
9. A system generated confirmation email will be sent to the preferred email address listed on the *Personal Information* page in Self-service.

### To withdraw in writing:

Written notice to withdraw consent may be emailed to [payroll@mt.gov](mailto:payroll@mt.gov) or mailed to the following address:

Central Payroll Services  
PO Box 200127  
Helena, MT 59620 - 0127

Any printed W-2 or W-2c must have an accurate mailing address. If you withdraw your consent, you must verify your mailing address and update accordingly by navigating to **Self Service > Personal Information > Home and Mailing Address**. For instruction on updating an address, see  [Self-Service user guide](#). If you need to manually update an address, you must contact your agency HR/payroll office directly.

### III. Access to electronic Form W-2 for active employees:

#### To access the form electronically:

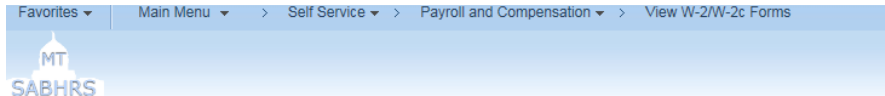
1. Log-in to SABHRS through the MINE portal.
2. Click **Employee Self Service > Payroll and Compensation > View W-2/W-2c Forms**.



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## View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						Personalize    1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2014	MT	W-2	01/13/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>	

3. Click the "Year End Form" link to open the W-2 statement for the applicable tax year. The form may open in a new tab, window, or within the PDF reader program depending on your computer and pop-up blocker settings.
4. Click the link titled "Filing Instructions" to retrieve a copy of the filing instructions that normally appear on the back of the Form W-2.
5. Click the link titled "View a Different Tax Year" to view a Form W-2 for a different year. The form may be printed or saved to another location or device for use at a future date. This form may be accessed in this manner for the duration of time that it is available on Self-Service.

## IV. You will also need to manage your 1095-C Consent:

1. See [1095-C consent instructions](#).