**Electronic Form W-2 Available on MyOTC**

Ozarks Technical Community College is required by the IRS to furnish all employees with a Form W-2 **(by January 31st)** for each calendar year to be used in completing the employees’ annual tax returns.  The Form W-2 details the employee’s taxable wages and tax withholding amounts for the year.

**All OTC employees will receive their 2017 W-2 statements online through MyOTC.**

Benefits of Receiving W-2 Statements Electronically:

* Earlier access to the Form W-2.
* No possibility an employee’s Form W-2 might be lost, stolen, delayed or misplaced by the mail service.
* Accessibility to the electronic Form W-2 from any computer via MyOTC.
* The electronic W-2 statement will be available on MyOTC for at least 5 years.

Accessing Your W-2 Statement:

1. Go to [www.otc.edu](http://www.otc.edu).
2. Click on MyOTC in the upper-right corner.
3. Click on Click Here to Login.
4. Enter your OTC username and password.
5. Select the Employee menu.
6. Choose W-2 Information and click on the year you wish to print.  The form should be attached to your tax return.

**If you do not wish you receive your 2017 W-2 form electronically, you must withhold your consent by following the steps below by** **January 12, 2018**.

Withhold Consent to Receive Form W-2 Electronically (I Want a Paper Copy of my W-2 Mailed to Me):

1. *Go to* [*www.otc.edu*](http://www.otc.edu)*.*
2. Click on MyOTC in the upper-right corner.
3. Click on Click Here to Login.
4. Select the Employee menu.
5. Choose W-2 Information*.*
6. Click on Change Preferences and select withhold my consent.
7. **If you do not consent to an electronic W-2 statement, your W-2 will be mailed to you during the final week of January, postmarked no later than January 31st** and you will not have access to prior or future W-2 statements electronically.

**Questions concerning payroll should be e-mailed to** **payroll@otc.edu**

**Can’t log into MyOTC or have a password question? Please contact the OTC Helpdesk at 417-447-7548**

**Electronic Form 1095-C Available on MyOTC**

Ozarks Technical Community College is required by the IRS to furnish all full-time employees with a Form 1095-*C****(by* January 31)** for each calendar year to assist in completing the employees’ annual tax returns.  The Form 1095-C provides information concerning employer-provided health insurance offers and coverage for the year.

**All OTC employees will receive their 2017 1095-C statements online through MyOTC.**

**Accessing Your 1095-C Statements:**

1. Go to [www.otc.edu](http://www.otc.edu).
2. Click on MyOTC in the upper-right corner.
3. Click on Click Here to Login.
4. Enter your OTC username and password.
5. Select the Employee menu.
6. Choose 1095-C Information and click on the year you wish to print.

**If you do not wish to receive your 2017 1095-C form electronically, you must withhold your consent by following the steps below** by **January 12, 2018**.

**Withhold Consent to Receive Form 1095-C Electronically (I Want a Paper Copy of my Tax Form Mailed to Me):**

1. *Go to* [*www.otc.edu*](http://www.otc.edu)*.*
2. Click on MyOTC in the upper-right corner.
3. Click on Click Here to Login.
4. Select the Employee menu.
5. Choose 1095-C Information*.*
6. Click on Change Preferences and select withhold my consent.
7. If you do not consent to an electronic 1095-C statement, your form will be mailed to you, postmarked no later than January 31st  and you will not have access to prior or future 1095-C statements electronically.

**Questions concerning payroll should be e-mailed to** **payroll@otc.edu****.**

**Can’t log into AccessOTC or have a password question? Please contact the OTC Helpdesk at 417-447-7548**