

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 2022 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.
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 2021 W-2 form electronically, you must withhold your consent by following the steps below by **January 14, 2022.**

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.
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 2022 1095-C statements online through MyOTC.

Accessing Your 1095-C Statements:

7. Go to www.otc.edu.
8. Click on MyOTC in the upper-right corner.
9. Click on Click Here to Login.
10. Enter your OTC username and password.
11. Select the Employee menu.
12. 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 14, 2022.**

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

8. Go to www.otc.edu.
9. Click on MyOTC in the upper-right corner.
10. Click on Click Here to Login.
11. Select the Employee menu.
12. Choose 1095-C Information.
13. Click on Change Preferences and select withhold my consent.
14. 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