

# How to Consent for Online Delivery of Your Tax Form

In order to receive an electronic copy of your tax form instead of a paper copy, you must provide your consent through Tax Form Management. Complete the following steps to consent to online delivery of your tax form.

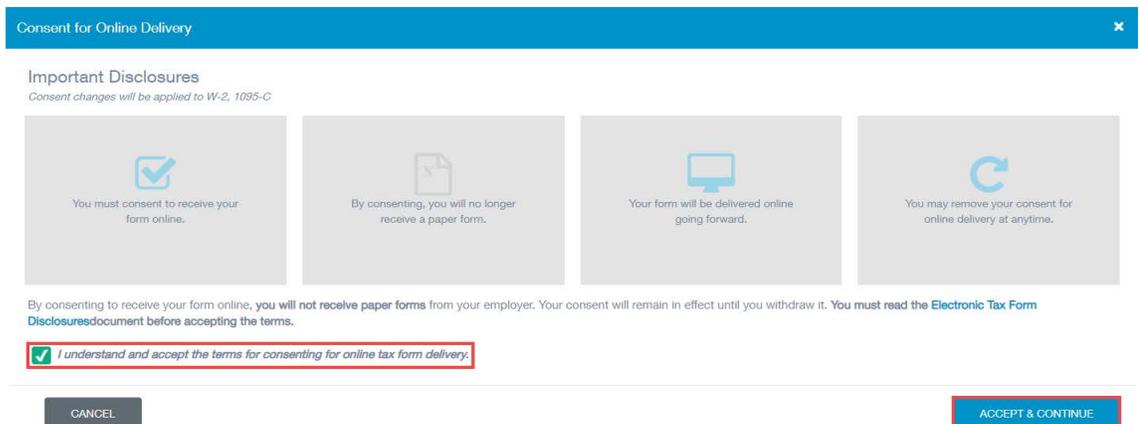
1. Under Online Delivery Consent, mark the checkbox for the tax form you wish to receive an electronic copy of.

**NOTE: The option to consent for online tax form delivery will only appear on the home page if the user has not previously consented. If the user has already provided consent for online tax form delivery, they will need to navigate to the “My Account” tab to review their consent settings.**

2. Select “Receive Forms Online.”



3. Read the disclosure, and mark the checkbox to acknowledge that you understand and accept the terms for consenting to online tax form delivery.
4. Select “Accept & Continue.”



5. Select the correct email address and mailing address and select “Confirm & Submit.” After you have confirmed your information, you will see a receipt page indicating that you have consented to online delivery of your tax form.

