

How to Consent for Online Delivery of Your Tax Form

In order to elect 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 for online delivery of your tax form.

- 1 Click "Go Paperless Today."
- 2 Read the disclosure, and click "Test Now."

Note: You **must** consent or "opt-in" to receive your tax form online.

- 3 Close the test PDF, and click the "I saw" link.

Note: If the test was unsuccessful, you will need to click the second link (not shown) to download the latest version of Adobe Acrobat Reader.

- 4 Select the correct email address, mailing address, and telephone number.
- 5 Click "Continue."
- 6 Click "Confirm."

After you have confirmed your information, you will see a receipt page indicating that you have consented for online delivery of your tax form.

The screenshots illustrate the following steps:

- Step 1:** The user is on the 'Main Menu' page. A red arrow points to the 'Go Paperless Today >>' button.
- Step 2:** The user is on the 'Tax Form Consent Disclosure' page. A red arrow points to the 'Test Now' button.
- Step 3:** A large red 'CONGRATULATIONS TEST COMPLETE' pop-up window appears. A red arrow points to the 'I saw this test' link.
- Step 4:** The user is on the 'Primary E-mail Address' selection screen. A red arrow points to the 'THOMAS.BROOKS@EQUIFAX.COM' option.
- Step 5:** The user is on the 'Mailing Address' selection screen. A red arrow points to the 'Continue' button.
- Step 6:** The user is on the 'Online Delivery' confirmation screen. A red arrow points to the 'Continue' button.