

Client Training HQ

How to Access Your Form 1095 in TFM

Access Tax Form Management

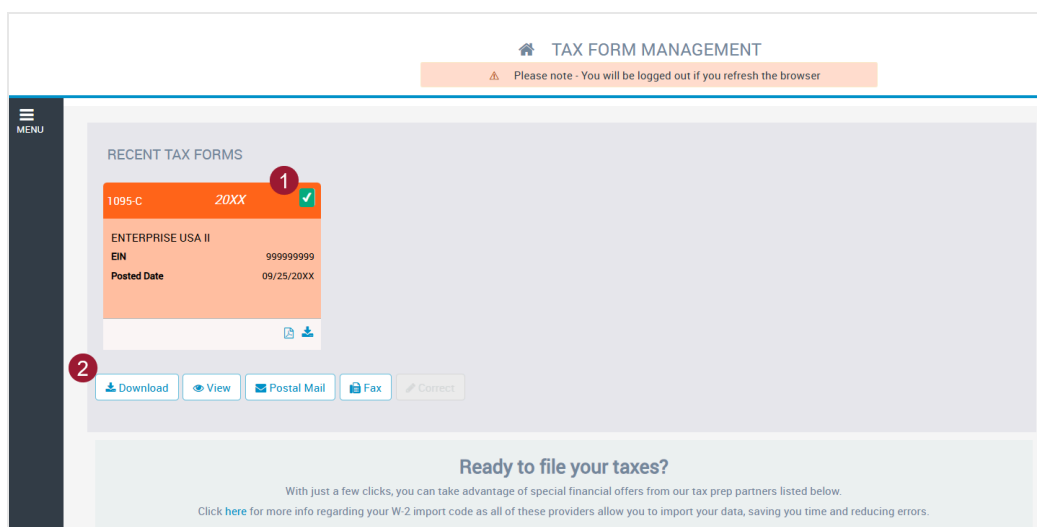
1. Log in to Tax Form Management at mytaxform.com.
2. Then, enter your Employer Name/Code and click **Login**.
3. You will then enter your user ID and password.

Note: You will be prompted to complete a Multi-Factor Authentication.

Accessing Recent Tax Forms

On the Tax Form Management homepage, you will see your available Form 1095 in **Recent Tax Forms**.

1. Click the checkbox of the relevant Form 1095.



2. Then, select to Download, View, Postal Mail, or Fax the Form 1095.

Note: If you view the Form 1095, you will have the ability to save and/or print the form.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Accessing Historical Tax Forms

To access **Historical Tax Forms**:

1. Select **Tax Forms** from the left navigation menu.
2. Select the year and form type you would like to view.
3. The tax form(s) will appear below. Select the checkbox of the relevant form.

The screenshot shows a web application interface for accessing historical tax forms. On the left is a dark navigation menu with a 'HIDE' button at the top. The menu items are: Home, Tax Forms (highlighted with a red circle 1), My Account, Paperless Pay, and Help Center. The main content area has a breadcrumb 'Home / Tax Forms' and a welcome message: 'Hey there - these are your tax forms! Call HR or Payroll with any questions! :)'. Below this are two dropdown filters: '20XX' (with a red circle 2) and '1095-C'. A 'Select All' checkbox is on the right. A table of tax forms is displayed, with the first row highlighted in orange and marked with a red circle 3. The table has columns for form type, year, form name, EIN, and Posted Date. The first row shows '1095-C', '20XX', 'ENTERPRISE USA II', '999999999', and '09/25/20XX'. At the bottom right, there are buttons for 'Download', 'View', 'Postal Mail', 'Fax', and 'Correct', with a red circle 4 pointing to the 'Download' button. A pagination bar at the bottom left shows '<< 1 >>'.

4. Finally, select to Download, View, Postal Mail, or Fax the form.

Note: Charges may apply to access historical tax forms. If you wish to purchase the form, select the form and follow the prompts to complete the transaction.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

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