

## Important Updates During Tax Season

### New in 2018

- Milford Physician Group W2's are now available electronically through the Paperless Pay website. You can print and download yours today! (see instructions on accessing the W2 below)
- In early 2018, the IRS has released updates to the income-tax withholding tables that reflect new changes within the tax law. Employees are now able to update their personal withholdings and exemptions based off of the calculations on the updated 2018 Federal W4 form. If you are looking to make an update and would like to download this form, please login to MRPG's company intranet. The updated form is located in the Human Resources Section under forms.
- Form 1095-C for Health Coverage: There are no changes to the form this year. Be on the lookout for your 1095C form that was mailed to all benefit eligible employees in early February. If you have not received your 1095-C form, please reach out to Rachel Vaillancourt in Human Resources at [rvallancourt@milreg.org](mailto:rvallancourt@milreg.org) or (508) 473-1480 x104.

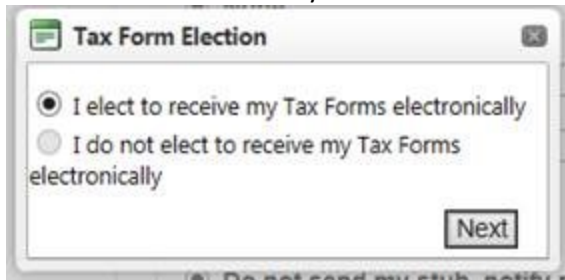
### To consent to receive your 2017 W2 electronically:

1. Visit the Paperless Pay website: <https://my-estub.com/>
2. Log into your account through the Employee Portal
  - a. As a reminder, all User ID's are in the following format: **TCMA + Employee + First four letters of first name** (User ID Example: TCMA12345JOHN)
  - b. If you do not remember your password, contact Rachel Vaillancourt at 508-473-1480 ext. 104
3. Click on User Setup (circled below)



4. Click on "Click here for W2 of T4 Tax Form Use" (shown with the arrow above)

5. A new window appears
6. Click "I elect to receive my Tax Forms electronically" (shown below)



**Tax Form Election**

I elect to receive my Tax Forms electronically

I do not elect to receive my Tax Forms electronically

Next

7. Click "Next" and follow the prompts on the following screens.
- 8.

### **Helpful Information:**

1. If you have already setup your account you can reset your password by using the recover password feature in the Employee Portal. You will then answer your security questions to receive a temporary password.
2. The Paperless Pay website can be accessed at home and work.
3. Reminder that all User ID's do not change and are always capitalized.

**If you need help accessing your account, please contact Rachel Vaillancourt at  
(508) – 473 - 1480 ext. 104.**

**If you have questions about consenting or electronic W2s, please Carly Hofstra at  
(508) 473 - 1480 ext. 132.**