Welcome to the 2016 Tax Form Employee Site!

In order for us to meet the new Affordable Care guidelines, an additional annual statement (1095-C form) will need to be provided to employees during the same timeframe as the annual form W-2. Please use the following instructions to request reissued copies of form 1095-C and to opt-in for an electronic delivery.

Lisa S. Loop
lloop@mtview.k12.ca.us
Employee Tax Form Site Setup

Create an Account

1. From your employer’s main site, navigate to the *Create an Account* section.

   [https://www.paperlessemployee.com/mvsd](https://www.paperlessemployee.com/mvsd)

2. Enter your personal information
   - Verification of identity is needed
     - [Image of account creation]
     - Create login information
       - A strong password will require using letters and/or numbers
     - [Image of password requirements]

   [Image of account creation form]
3. Choose three security questions to answer. The answers to the questions will be used to assist you in resetting a forgotten password.

4. Provide accurate contact information. This information will be used for resetting your password and notifications you opt in to receive.
   a. This information may be shared with your employer

5. Opt in for electronic notification options
   a. If you wish to access the 1095-C electronically, you MUST provide accurate contact information
Accessing Statements

1. From your dashboard, select the appropriate statements

*Please contact your administrator for additional assistance*