

Help Acadian Go Green and increase our ESOP!

Consider providing your consent to receive tax forms electronically

Each year, Acadian mails out thousands of W-2 forms and 1095-C forms to employees. The time, labor and cost to mail out these forms is significant.

In an effort to help reduce this cost, we'd like to remind employees that these forms are available on Ultipro 24/7, just like our pay statements. Employees can view/print these forms whenever necessary and will be available to employees faster than receiving in the US mail.

To give your electronic consent (and opt out of receiving forms via US mail), log into Ultipro. On the home page, under **Go Paperless!**, click on the green "**W-2**" and "**1095-C**" form names to be taken to the consent page. **Be sure to click SAVE after making your selection.**

To opt out of receiving forms in the mail, your consent is required. If consent is provided, you can withdraw consent at any time by simply changing your selection.



When you give your consent to receive forms electronically, you can simply log into Ultipro and navigate to the appropriate page and view/print the forms. Forms will not be emailed to employees.

Once the statements are ready, you will find easy to use "buttons" on Ultipro's home page that will take you directly to the W-2 or 1095-C forms, under the **Employee Self Service** section.

- Click on the "W-2" button to be taken to your W-2 statements.
- Click on the "1095-C" button to be taken to your 1095-C statements.

If you need any assistance with logging onto Ultipro, please contact IT at 337-291-3329.