

## Client Training HQ

# How to Access Your Form 1095 in TFM

### Access Tax Form Management

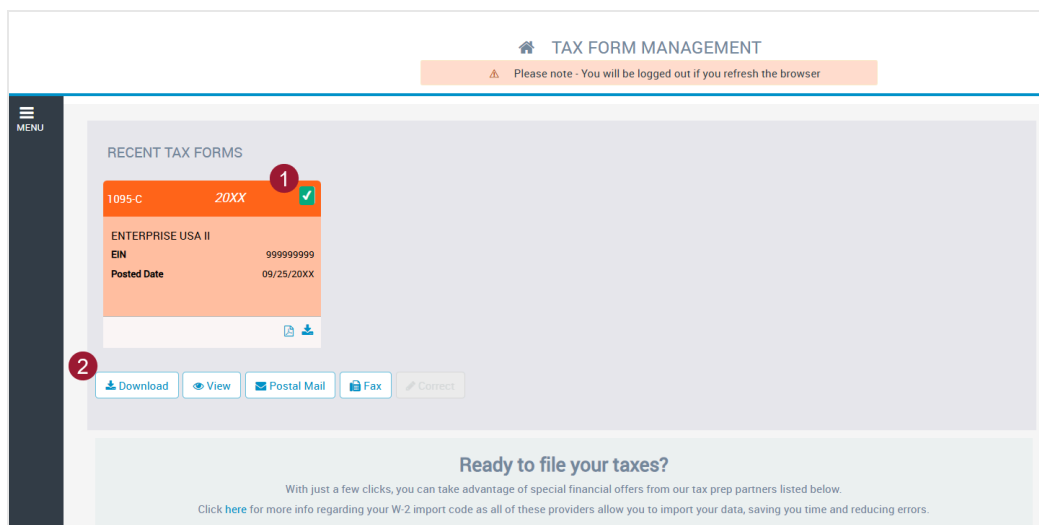
1. Log in to Tax Form Management at [mytaxform.com](https://mytaxform.com).
2. Then, enter your Employer Name/Code and click **Login**.
3. You will then enter your user ID and password.

**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 check box 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 check box of the relevant form.

The screenshot shows a web interface for accessing historical tax forms. On the left is a dark navigation menu with options: Home, Tax Forms (highlighted with a red circle 1), My Account, Paperless Pay, and Help Center. The main content area has a header 'Home / Tax Forms' and a message 'Hey there - these are your tax forms! Call HR or Payroll with any questions! :)'. Below this are two dropdown menus: the first is set to '20XX' (with a red circle 2) and the second is set to '1095-C'. A table of results 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 action buttons: 'Download', 'View', 'Postal Mail', 'Fax', and 'Correct', with a red circle 4 pointing to the 'Download' button. A 'Select All' checkbox is also present in the top right of the table area.

| 1095-C            | 20XX |            |
|-------------------|------|------------|
| ENTERPRISE USA II | EIN  | 999999999  |
| Posted Date       |      | 09/25/20XX |

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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*The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.*