

# How to Consent for Online Delivery of Your Tax Form

In order to elect to receive an electronic copy of your tax form instead of a paper copy, you must provide your consent through Tax Form Management.

Complete the following steps to consent for online delivery of your tax form.

- 1 Click "Go Paperless Today."
- 2 Read the disclosure, and click "Test Now."

**Note:** You **must** consent or "opt-in" to receive your tax form online.

- 3 Close the test PDF, and click the "I saw" link.

**Note:** If the test was unsuccessful, you will need to click the second link (not shown) to download the latest version of Adobe Acrobat Reader.

- 4 Select the correct email address, mailing address, and telephone number.
- 5 Click "Continue."
- 6 Click "Confirm."

After you have confirmed your information, you will see a receipt page indicating that you have consented for online delivery of your tax form.

The screenshots illustrate the following steps:

- Step 1:** The user is on the Tax Form Management main menu. A red arrow points to the "Go Paperless Today >>" button.
- Step 2:** The user is on the "Tax Form Consent Disclosure" page. A red arrow points to the "Test Now" button.
- Step 3:** A "CONGRATULATIONS TEST COMPLETE" pop-up window appears. A red arrow points to the "I saw this test" link.
- Step 4:** The user is on the "Primary E-mail Address" selection screen. A red arrow points to the "THOMAS.BROOKS@EQUIFAX.COM" option.
- Step 5:** The user is on the "Mailing Address" selection screen. A red arrow points to the "Continue" button.
- Step 6:** The user is on the "Online Delivery" confirmation screen. A red arrow points to the "Continue" button.