

# PEARLAND INDEPENDENT SCHOOL DISTRICT ELECTRONIC IRS FORMS W2 AND 1095C INSTRUCTIONS

## HOW TO SELECT ELECTRONIC DELIVERY OF TAX FORMS

Click [Employee Self Service](https://selfservice.pearlandisd.org/mss/) to login or type <https://selfservice.pearlandisd.org/mss/>

1. Click Personal Information
2. Click Tax form delivery
3. Click "Self service only" under W-2 Delivery Method
4. Click "Self service only" under 1095 Delivery Method
5. Click on your name in the upper right corner
6. Click "Log Out"

## PRINT YOUR W-2 FORM

Click [Employee Self Service](https://selfservice.pearlandisd.org/mss/) to login or type <https://selfservice.pearlandisd.org/mss/>

1. Click Pay/Tax Information
2. Click W-2
3. Select the year
4. Click View W-2 image. Print or save on your device.
5. Click on your name in the upper right corner
6. Click "Log Out"