

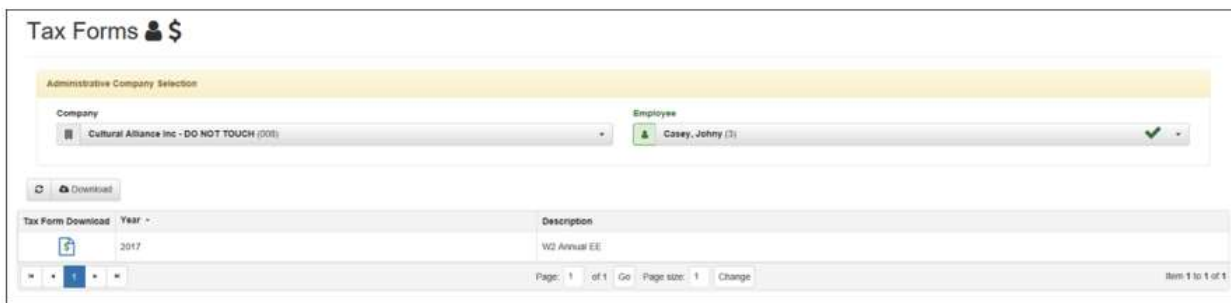
Tax Forms Screen in Advanced HR 2.0

Admins or higher roles can select the **HR Admin – Employee Maintenance – Tax Form** menu item for access to all employees tax forms.



Admins (or higher roles) have access to an employees electronic tax forms by clicking the **Tax Form** menu item on the **Employee Maintenance** screen.

Tax forms include: EE W2 Electronic Copy, EE 1095B Electronic Copy, EE 1095C Electronic Copy, and 1099-Misc.



Note that a Tax Form value can be set by default for all new hires, for example, W2 - Employee. This is done on the **HR Admin – Company – Company List** screen, in the **Preferences/Defaults – New Hire/Onboarding** section, by selecting a value in the **Tax Form (Type of Hire)** dropdown.

