## How to access, your W2 and 1095c forms in KeyNet.

<u>STEP</u>	INSTRUCTIONS
Step 1  PITTSYLVANIA COUNTY SCHOOL BOARD  If the room of the room	<ul> <li>Log into the KeyNet Portal</li> <li>If you have difficulty with logging into the KeyNet Portal, you may reset your password or you can contact the Payroll Department for assistance.</li> </ul>
Step 2 <b>VLVANIA COUNTY SCHOOL I</b> Home My Information Personal Data Payroll Current Payroll Time & Attendance Check History My Documents Deductions Expense Reimburs Direct Deposit Tax Information Tax Information Tax Information Difference Tax Information Tax Inform	<ul> <li>After you login to the KeyNet Portal, hover over the drop down, "My Information", then "Payroll", then "Tax Information". Click on "Tax Information".</li> </ul>
Step 3 TAX DOCUMENTS Electronic W2 Consent W2 Electronic Consent Chosen No TAX FORM DOCUMENTATION 2019 W-2 W2 Filing Instructions Ouestions2	• Your W2 and 1095c forms are located on the right of the screen.

• If you have questions about using KeyNet, contact the Payroll Department and ask to speak with either Robin Yeatts (extension 5016) or Dawn Perkins (ext. 5025)

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