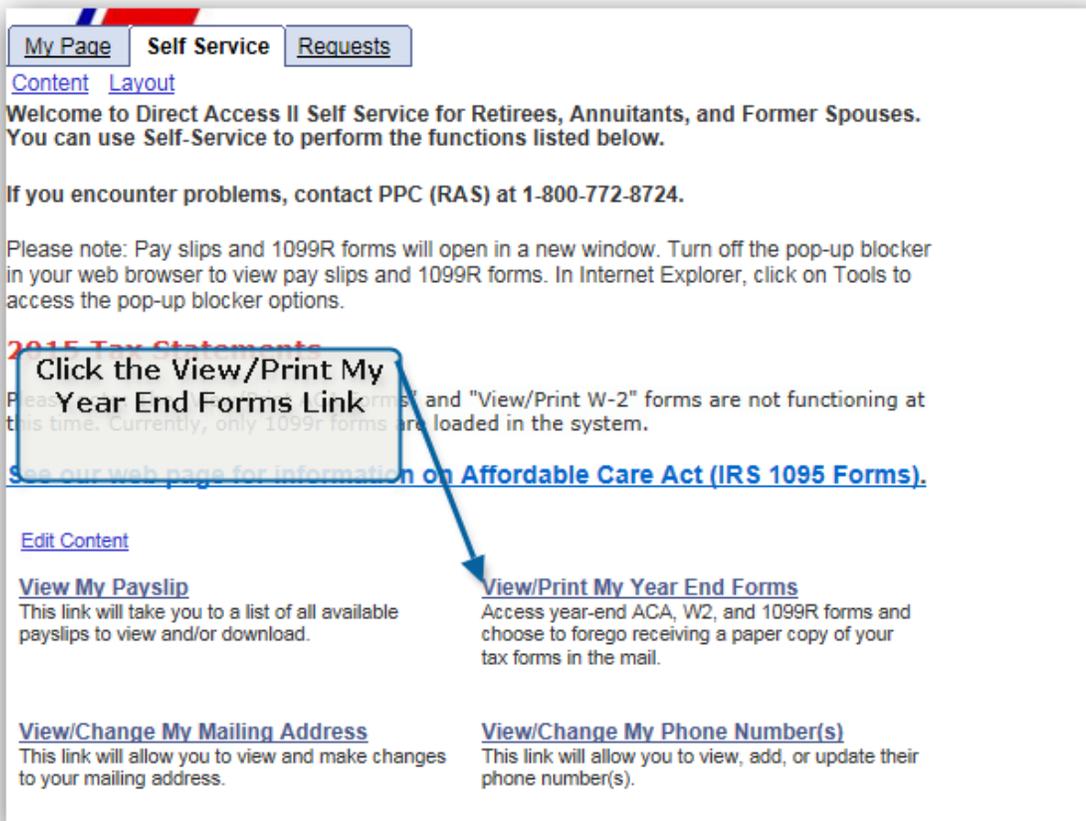


**Please note:** Pay slips and 1099r forms will open in a NEW WINDOW. Turn off the pop-up blocker in your web browser to view pay slips and 1099r forms. In Internet Explorer, click on TOOLS to access the pop-up blocker options. If you are using a Mac, try downloading another browser such Chrome or Internet Explorer. You also need to have Adobe Acrobat reader installed. Install the reader AFTER installing the browser. We will continue to mail the forms as well. Please use the contact information below if you need any other assistance:

Commanding Officer (RAS)  
U. S. Coast Guard  
Pay & Personnel Center  
444 SE Quincy St  
Topeka KS 66683-3591  
Toll Free: 1-800-772-8724  
Commercial: 785-339-3415  
Fax: 785-339-3770  
Email PPC (RAS): [ppc-dg-ras@uscg.mil](mailto:ppc-dg-ras@uscg.mil)

Slide 1 - Slide 1



Text Captions

Select the [View/Print My Year End Forms link](#)

The Tax Document Consent Form window will open

## Tax Document Consent Form

Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.

If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your 2016 tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.

If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.

By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.

Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.

Check this box and click the "Submit" button to opt out of getting 2016 tax forms in the mail.

1

Your Current Status: **No consent received.**

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

2

[Return to USCG Self Service](#)

If you elected to change your consent status the Verify Identity page will open. Enter your password to confirm your election.



**Verify Identity** *After clicking "Submit" you will be asked to enter your password. Enter it and click "Continue".*

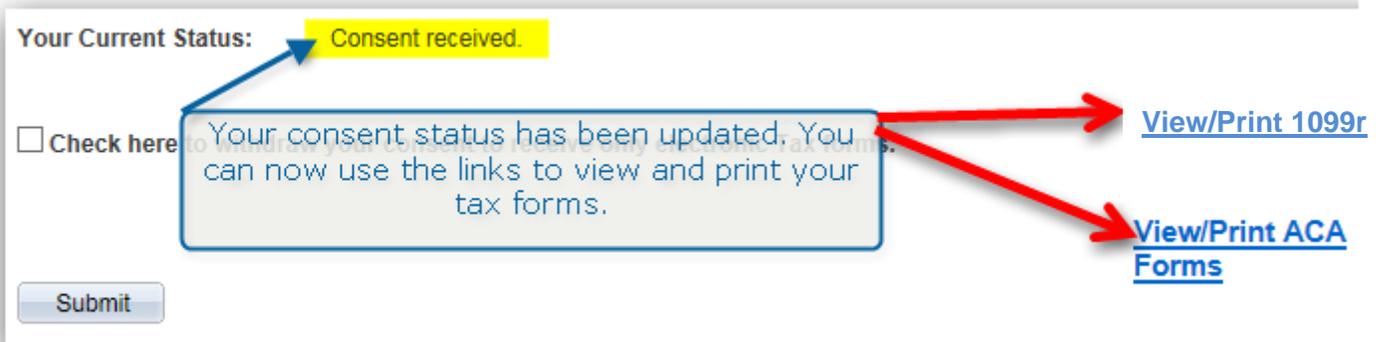
To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

Annotations: A red circle with the number '1' is placed over the password field. A red circle with the number '2' is placed over the 'Continue' button.

Your status will update. Click the View/Print link(s) to view your form(s).



Your Current Status: **Consent received.**

Check here

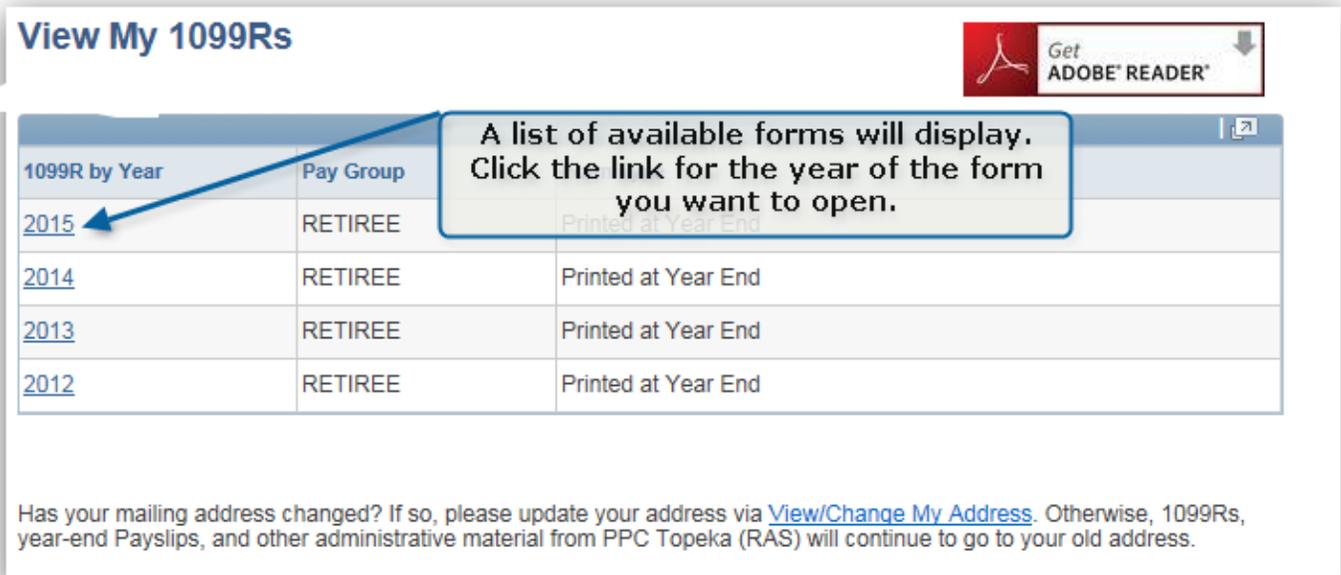
Message box: Your consent status has been updated. You can now use the links to view and print your tax forms.

Links: [View/Print 1099r](#) and [View/Print ACA Forms](#)

Annotations: A blue arrow points from the 'Consent received.' status to the message box. Two red arrows point from the message box to the 'View/Print 1099r' and 'View/Print ACA Forms' links.

Slide 3 - Slide 3

### View My 1099Rs



A list of available forms will display. Click the link for the year of the form you want to open.

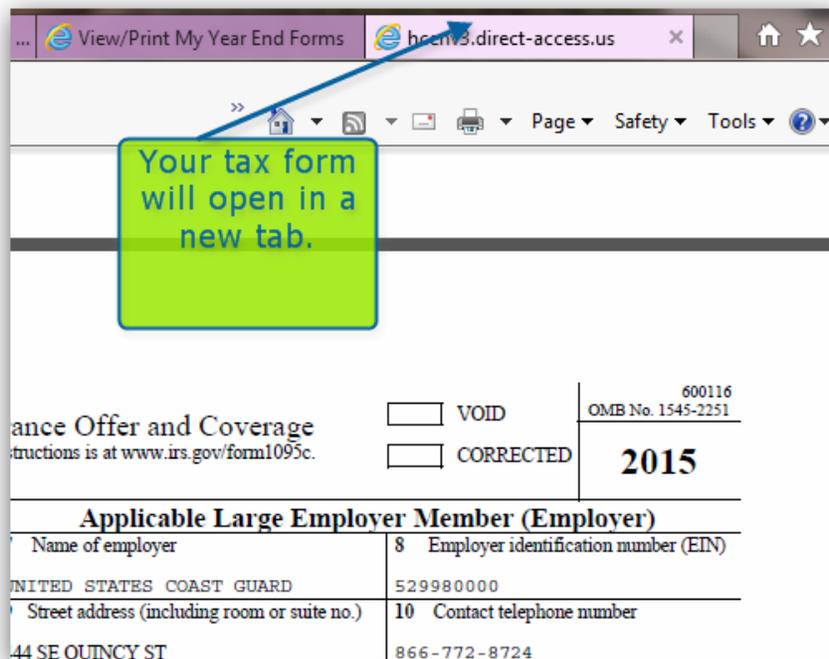
1099R by Year	Pay Group	
<a href="#">2015</a>	RETIREE	Printed at Year End
<a href="#">2014</a>	RETIREE	Printed at Year End
<a href="#">2013</a>	RETIREE	Printed at Year End
<a href="#">2012</a>	RETIREE	Printed at Year End

Has your mailing address changed? If so, please update your address via [View/Change My Address](#). Otherwise, 1099Rs, year-end Payslips, and other administrative material from PPC Topeka (RAS) will continue to go to your old address.

Text Captions

The **View 1099R** page appears

Select the link for the 1099R you want to view



Your tax form will open in a new tab.

Insurance Offer and Coverage  VOID  CORRECTED

600116  
OMB No. 1545-2251  
**2015**

**Applicable Large Employer Member (Employer)**

Name of employer	8 Employer identification number (EIN)
UNITED STATES COAST GUARD	529980000
Street address (including room or suite no.)	10 Contact telephone number
44 SE OUNCY ST	866-772-8724

## Slide 6 - Slide 6

Click the Printer button to print your 1099R

John Guardian  
123 Any Street  
My City, US 90120

**IMPORTANT TAX DOCUMENT ENCLOSED**

**Instructions for Recipient**

Box 4. - This is the amount... Include this on your income tax return. If you will use...

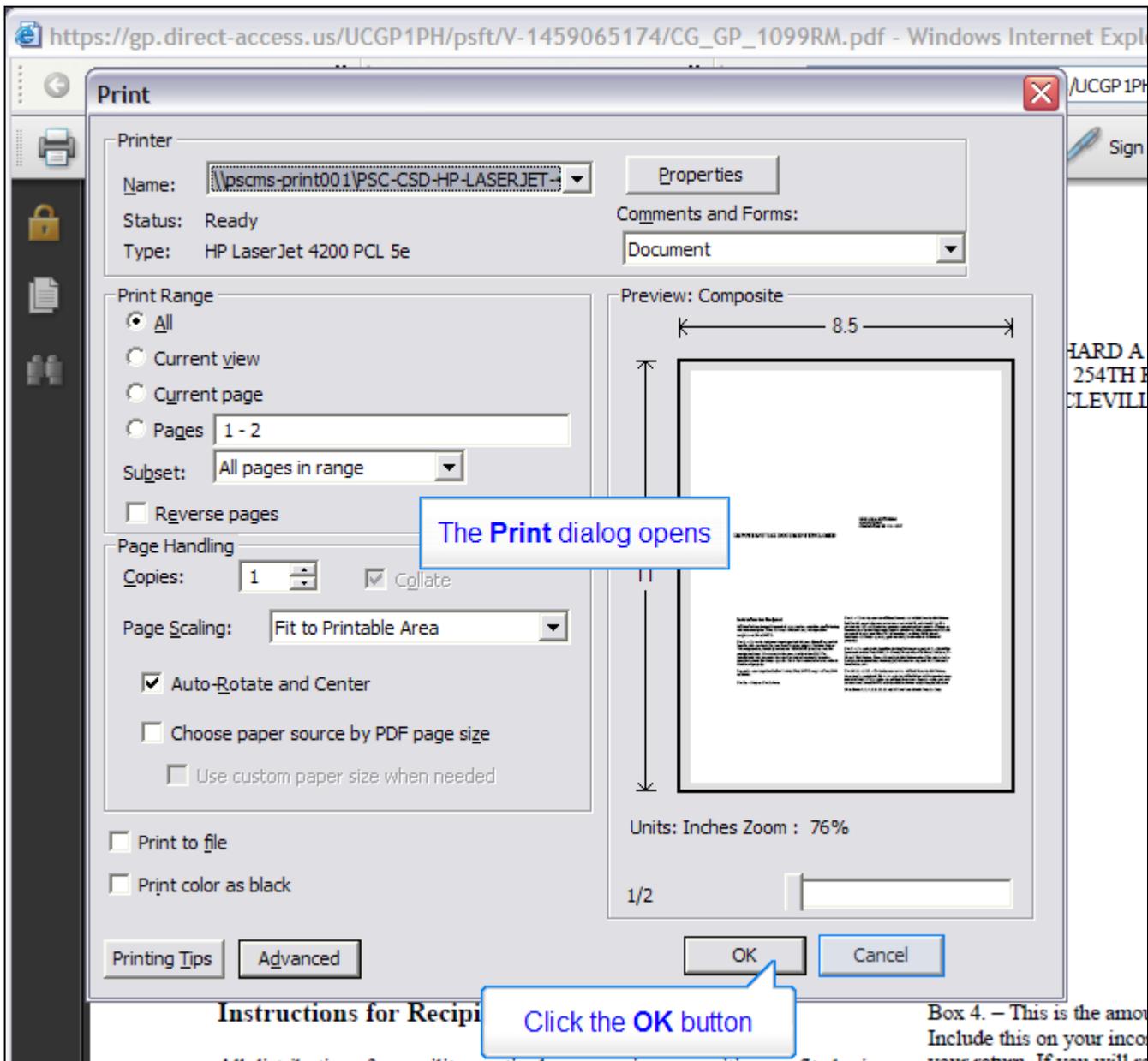
## Text Captions

The [View 1099R / ACA form page](#) appears in a **new window or tab**

Please note pay slips and 1099r forms will open in a **NEW WINDOW**. Turn off the pop-up blocker in your web browser to view pay slips and 1099r forms. In Internet Explorer, click on TOOLS to access the pop-up blocker options.

Click the Printer button to print your form

Slide 8 - Slide 8

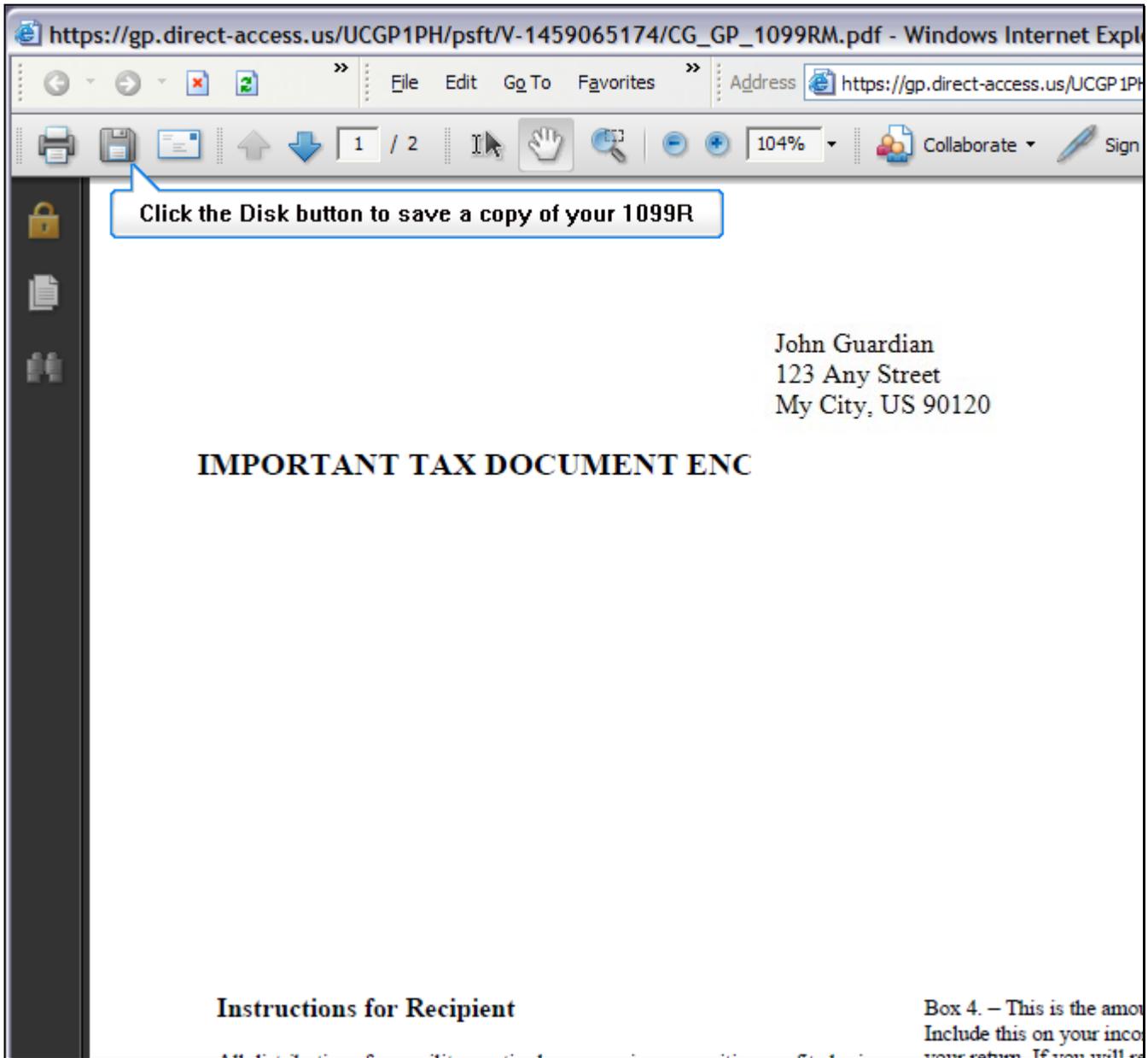


Text Captions

The Print dialog opens

Click the OK button

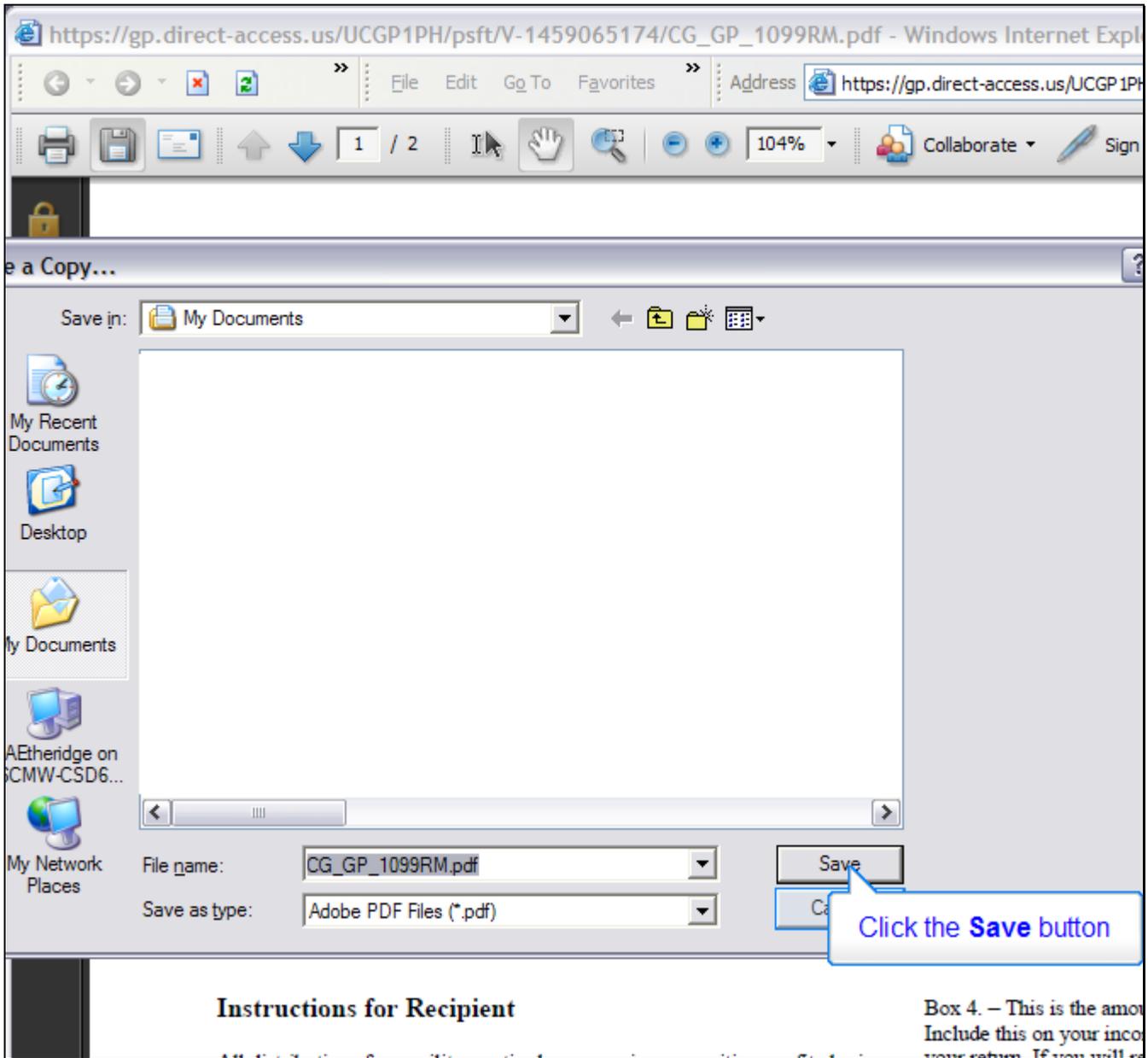
Slide 9 - Slide 9



Text Captions

Click the Disk button to save a copy of your 1099R

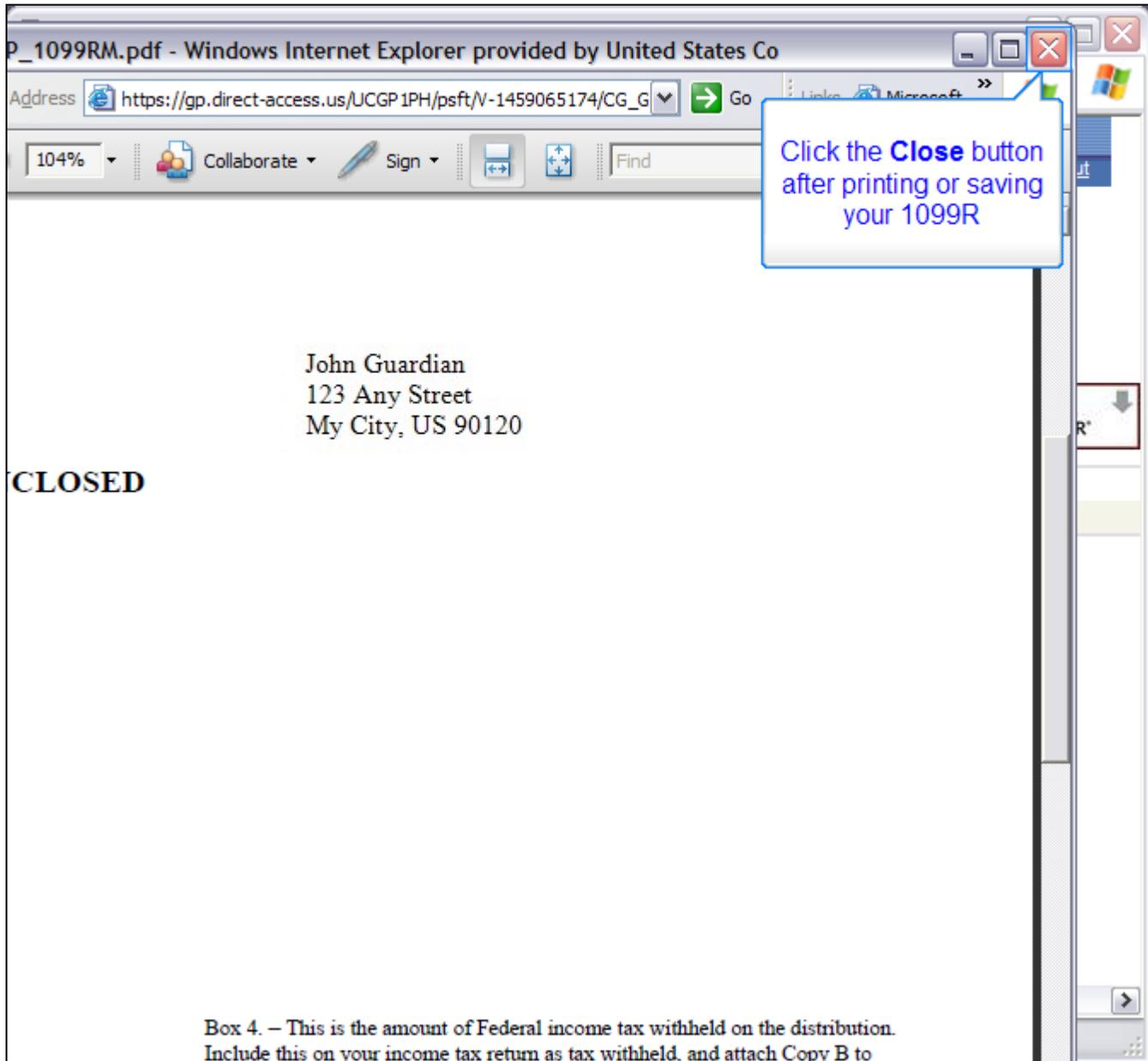
Slide 12 - Slide 12



Text Captions

Click the **Save** button

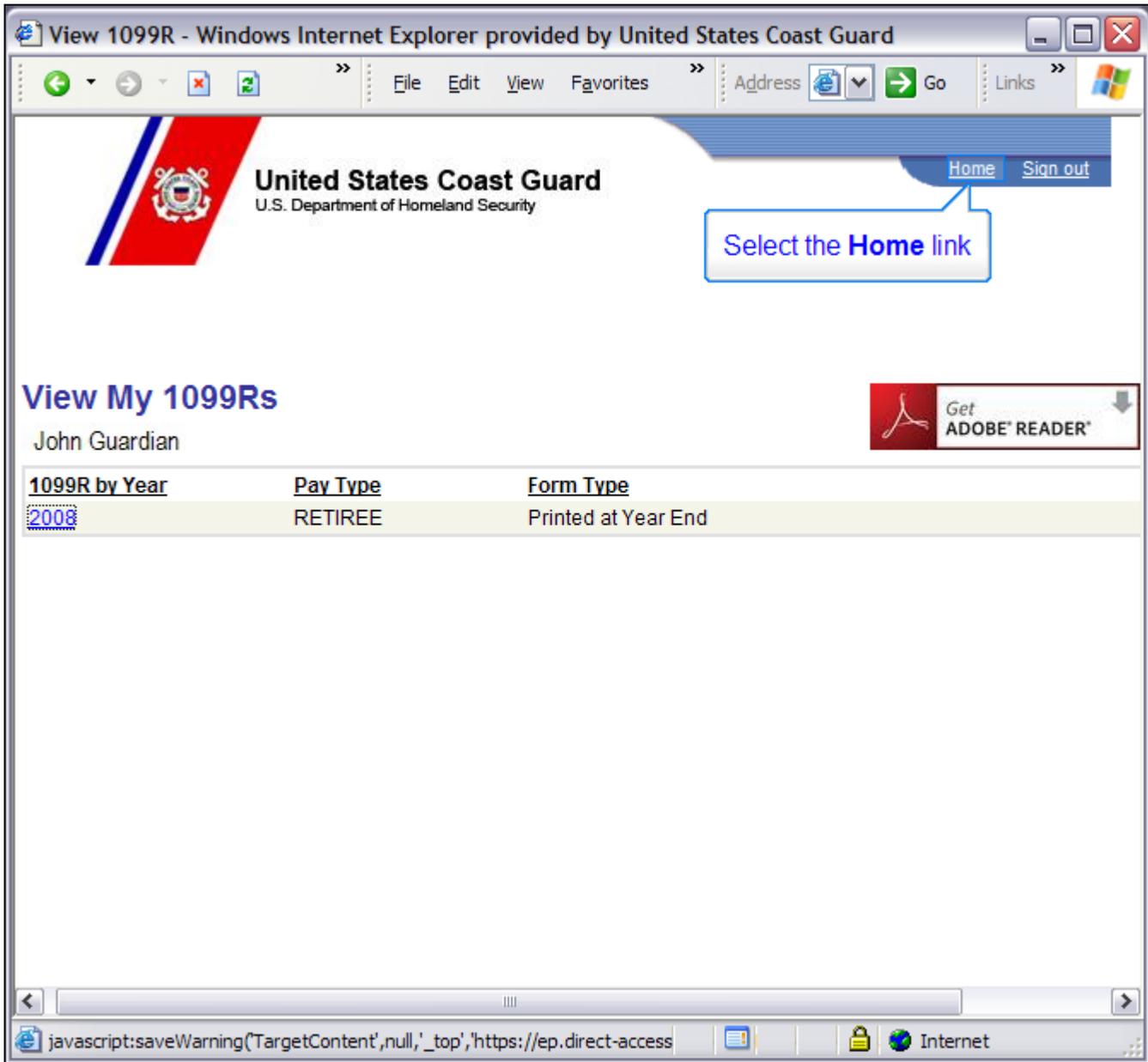
Slide 13 - Slide 13



Text Captions

Click the **Close** button after printing or saving your 1099R

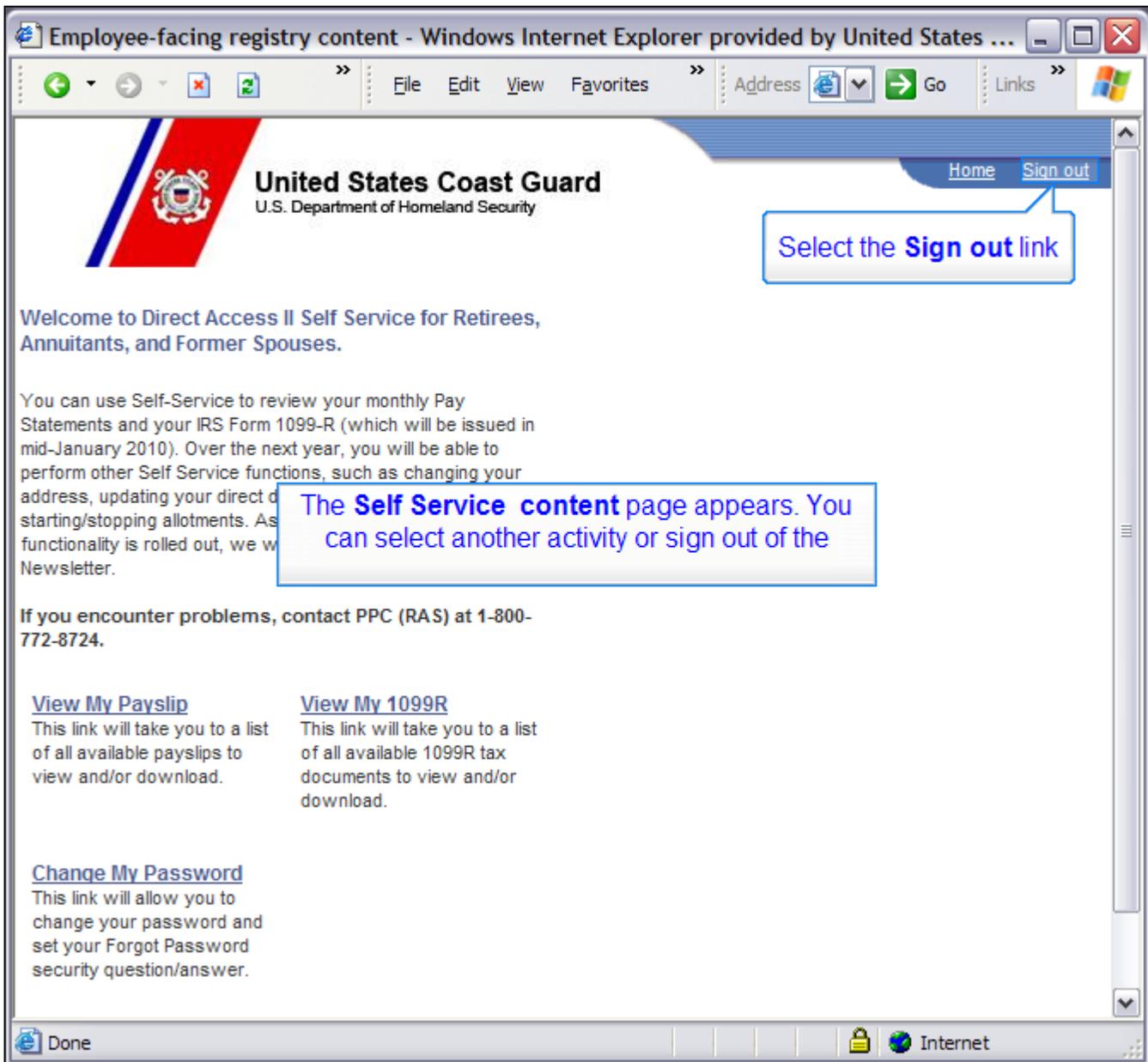
Slide 14 - Slide 14



Text Captions

Select the Home link

Slide 16 - Slide 16



Text Captions

The **Self Service content** page appears. You can select another activity or sign out of the system.

Select the **Sign out** link