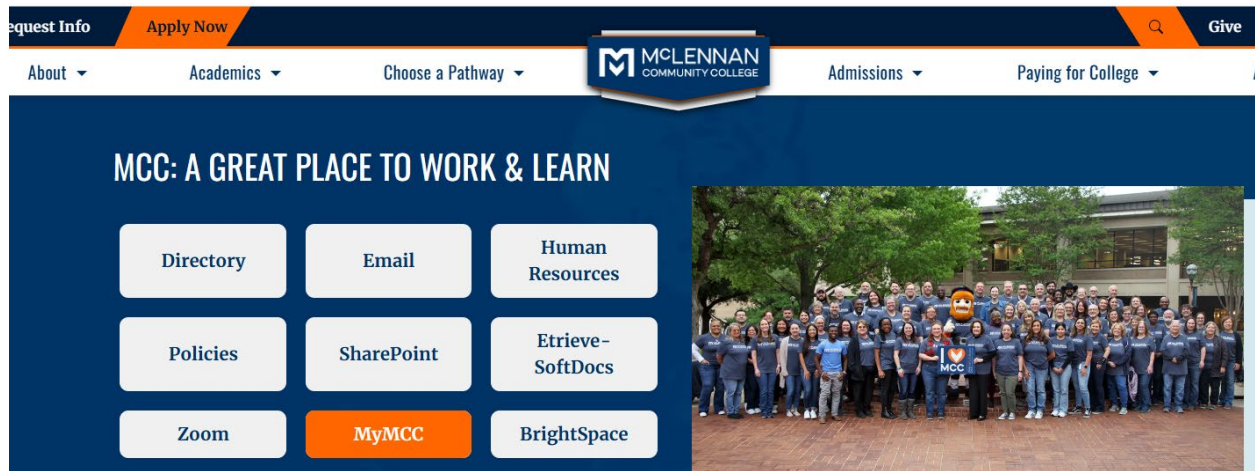


View your W-2 Form online via MyMCC



Navigate to the McLennan Community College homepage at www.mclennan.edu

Click on and log in to MyMCC:

User name:

The first initial of your first name, the first initial of your last name, and your seven-digit MCC ID number (lower case)


Example: *Jane Doe* (MCC ID *0128043*) would be *jd0128043*

Password:

If you are logging into MyMCC for the first time, use the first initial of your first name and the first initial of your last name and your six-digit date of birth (without dashes, slashes, or spaces). Please note that will be required to change your password.

Example: *January 25, 1978* would be *jd012578*


Click on the Employee link.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Click on the Tax Information link. Click Change Preferences to update and consent to e-delivery.



Tax Information

Here you can change your consent for e-delivery of tax information.

Tax Information

W-2 Information 1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

Receive my W-2 only in electronic format
By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation
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Electronic W-2 Consent History

Date	Consent Status
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