Dynamic Forms Account Creation and Tax Form Reprint Instructions

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Creating the Dynamic Forms Account

If you are a former employee and you have not yet created a Dynamic Forms account using a personal email account, you must create the account before you can submit the form. Do not use your prior Texas Tech email address that ends in @ttu.edu or @ttuhsc.edu.

**Step 1:**
Go to the Payroll & Tax Services forms page and click on the “Tax Form Reprint Request (Form W-2 & Form 1095)” link.

**Step 2:**
Click on “Create New Account”
Step 3:

Fill out the questionnaire then click “Create Account”.

The following information will be displayed after account creation.

Verify your email

We sent an email to your inbox.

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.
Step 4:

After clicking “Create Account”, please open your email and confirm your email. The email will be from notify@ngwebsolutions.com.

The following information will be displayed after confirming your email.

Click on “Log in to Dynamic Forms” and enter your newly created username and password. You will be directed Tax Form Reprint Request form. Alternatively, you can select the Tax Form Reprint Request (From W-2 & Form 1095) form from the Payroll & Tax Services forms page.
Completing the form and submitting the request

You may choose to have your form(s) delivered electronically or by postal mail. Either choice requires that you fill out the questionnaire and sign the form. The electronic option is presented in this guide.

All forms are processed manually by our staff and may take several days depending on the backlog of requests. For electronic delivery, Payroll staff will attach and verify the requested tax form(s). The Tax Form Reprint Request will then be routed back to you so that you can download the requested tax form(s).

The tax forms are not attached to the email you receive. There will be an email link that will take you to your request form, where the tax forms may be downloaded. The tax form(s) are on page 2 in the download section after the questionnaire. After downloading your tax form(s), please sign the form to acknowledge receipt of the documents. You will continue to receive daily email reminders until you sign the Tax Form Reprint Request.
Form W-2

Step 1:
Select the form type of “Form W-2” and click “Next”.

* = required field
Some content may be updated based on selection
Step 2:
If you are a current employee, you will be directed to Raiderlink or Webraider to obtain your Form W-2. Otherwise, continue to fill out the questionnaire. Once all required fields have been filled in, click “Next” to proceed to the electronic signature page.
Step 3:
Sign the form to submit for processing.

The following information will be displayed after signing the form.
You will receive the following confirmation email. After the request has been processed, you will receive another email with a link to your request, so you can download your tax forms.

Preparer Signature Confirmation. Form W-2 Reprint Request for Red Raider-03/27/2024.

noreply@dynamicforms.itis.ttu.edu

10:00 AM (3 minutes ago)

This email confirms your signature on the Tax Form Reprint Request. An email has been sent to Texas Tech Payroll & Tax Services. Tax forms are “manually attached” to your request and requests are processed in the order they are received.

If you elected postal mail delivery, please allow two business days for processing and an additional five to seven business days for postal mail delivery.

If you elected electronic mail delivery, you will receive an additional email with instructions for printing or downloading the requested forms.

Submitted by Red Raider on 03/27/2024

View your pending forms and forms history here.

If you have questions or require assistance, please email Payroll and Tax Services.
Step 4:
Access your request and download your tax form(s) using the link provided at the bottom of the email.

Click here to complete your section of the form.
Step 5:
Log in using your Dynamic Forms username and password.

![Log in to complete the Tax Form Reprint Request - V2 12.07.2023 form as requested by Texas Tech University System.]

Step 6:
Click on “Complete This Form” to enter your request.

![Welcome to Dynamic Forms]

Thank you for using Dynamic Forms!
Step 7:
Click “Next” to proceed to page 2.
The download area is at the bottom of the form. If you need help downloading the attachments, please refer to How to Download or Print Tax Forms from Request.

After downloading your tax form(s), sign the Tax Form Reprint Request to complete the process.
Step 8:
Sign the form to acknowledge receipt of tax forms. **If you do not sign the form, you will continue to receive reminder emails.**

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Red

Raider

Previous Sign Electronically

The following information will be displayed after signing the form.

Thank you for your submission of the Tax Form Reprint Request.

If you have questions or require assistance, please email Payroll and Tax Services
Form 1095-C

Step 1:
Select the form type of “Form 1095-C” and click “Next”.

Step 2:
Select the type of insurance you have and check the criteria boxes if they pertain to you. Based on your selections, you may be directed to another provider or Raiderlink/Webraider to access your Form 1095-C.
Step 3:

Fill out the questionnaire. Once all the required fields have been filled in, click “Next” to proceed to the electronic signature page.
Step 4:
Sign the form to submit for processing.

The following information will be displayed after signing the form.
You will receive the following confirmation email. After the request has been processed, you will receive another email with a link to your request, so you can download your tax forms.

Step 5:
Access your request to download your tax form(s) using the link provided at the bottom of the email.
Step 6:
Log in using your Dynamic Forms username and password.

Step 7:
Click on “Complete This Form” to enter your request.
Step 8:
Click “Next” to proceed to page 2.

The download area is at the bottom of the form. If you need help downloading the attachments, please refer to [How to Download or Print Tax Forms from Request](#).

After downloading your tax form(s), sign the Tax Form Reprint Request to complete the process.
Step 9:
Sign the form to acknowledge receipt of the tax forms. **If you do not sign the form, you will continue to receive reminder emails.**

The following information will be displayed after signing the form.

![Electronic Signature](image)

Thank you for your submission of the Tax Form Reprint Request.

If you have questions or require assistance, please email Payroll and Tax Services.
How to Download or Print Tax Forms from Request

Click on the attachment name. The form will open, and you will have the option to either download or print the tax form(s).

To download, click on the download button at the top of the form. To print, use your browser’s print function.
Using the Dynamic Forms Portal to Access a Request

You may also use the Dynamic Forms portal to access a previously submitted request.

Scroll to the bottom of the form to see the attachments.

ATTENTION FORM RECIPIENT:
The tax forms are not emailed as email attachments. They are manually attached to this form in the attachment area below. You will receive an email stating your tax forms are available for download and you will be provided with the form links where you can download or print the tax forms from the Dynamic Forms site.

After downloading or printing, please sign the form again to acknowledge receipt of the tax forms. You will continue to receive reminder emails until you sign.

Forms will be attached here by Payroll & Tax Services

Click on the attachment to download or print