

Paychex Flex  
Download 1095-C Tax Form  
How-to

HR Office

February 2022

# PayChex Flex – access your 2021 1095-C Form

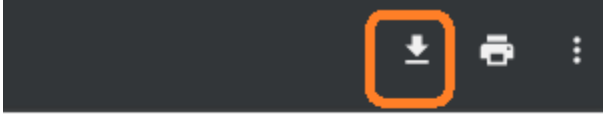
Directly From Your Dashboard:

After log in to <https://myapps.paychex.com>  
For managers, you do need to “Switch to Personal Account”

The screenshot displays the PayChex Flex dashboard interface. On the left side, there are three main sections: 'Flexible Spending' with a 'View Accounts' link, 'Tax Documents' containing '2021 W2' and '2021 1095-C' (the latter is highlighted with an orange box), and 'Upcoming Events'. On the right side, there is a blue summary box showing 'Today's Total: 7.13h' and 'Shift Total: 5.13h', with a link to 'F&A-Administration-501 Edit'. Below this is a 'Note' section with a red square icon and a 'More Options >' link. At the bottom right, there is a 'Tasks' section with a green checkmark icon.

# PayChex Flex – access your 2021 W-2 Form

- Download the four-page document, including explanation page.
- Most important information is on page 1 and explanation page 2.
- You don't need to include it with your income tax filing, but do keep it with your tax data.
- This is a document including your partial Social Security Number and Address, please safeguard this document.



600120

page  VOID  CORRECTED OMB No. 1545-2251 2021

**Large Employer Member (Employer)**

7 Primary (company name or suite no.)	8 Employer identification number (EIN)
	(626) 571-5110
12 State or province	13 Country and ZIP or foreign postal code