



Dear Colleague,

If you are a former Pepperdine employee in need of your 1095-C tax form, please follow these steps to access your form electronically.

1. Visit www.PaperlessEmployee.com/Pepperdine
2. If this is your first time accessing Paperless Employee, click **Create an Account** and follow the instructions to register with the website.
3. Click **Access Current Year-end Statements**.
4. Click **Download PDF**.
5. Print your electronic 1095-C form.

Note: If you are unable to download, save, and print the form to a secure location, please choose an alternate delivery method.

Tax statements are available for viewing and downloading through October 15th, annually. After that date, former employees will only be able to print statements via the **Reissue** option.

Should you have questions or experience accessibility issues, please contact Human Resources at benefits@pepperdine.edu. We are glad to assist you.