

# How to Enroll in Online Tax Forms

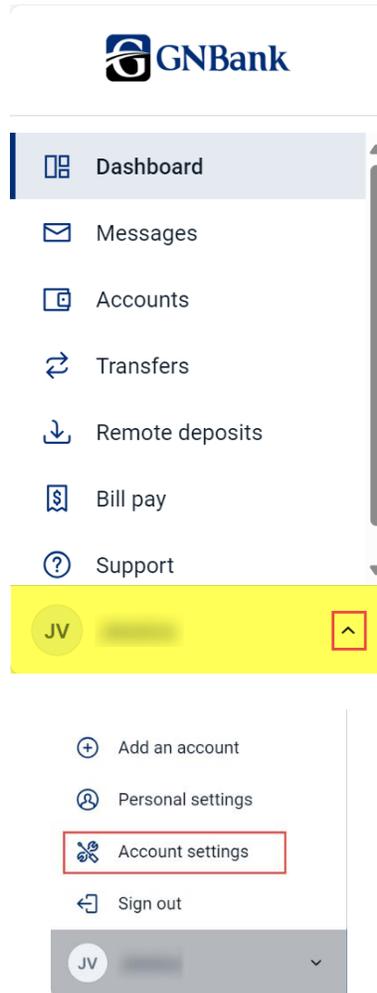
---

The following enrollment procedures can be completed on a desktop **or** a mobile device.

Access and log in to online banking.

Locate your *user name* at the bottom of the menu panel along the left side of the online banking window.

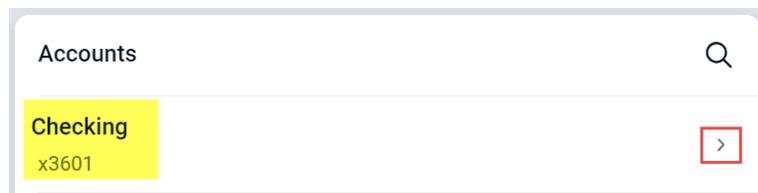
Select the *carrot* to expand the user settings options.



Select *Account settings*.

Locate the *Accounts* listing.

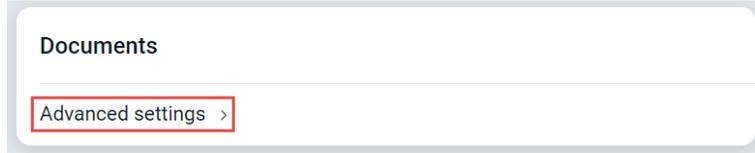
Select the > to expand document options for each account listed.



# How to Enroll in Online Tax Forms

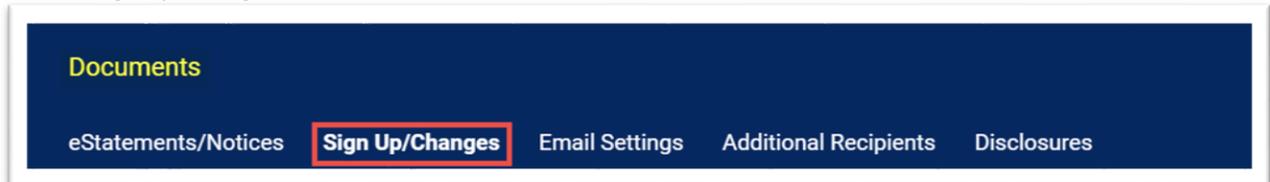
From the *Account Settings* window, locate *Documents*.

Select *Advanced settings*.



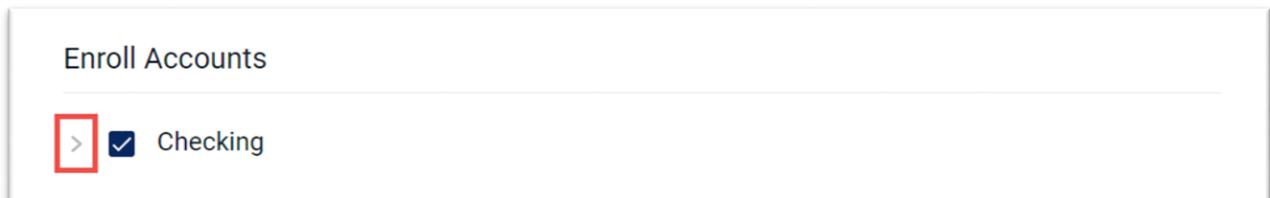
A screenshot of a 'Documents' menu. The menu is titled 'Documents' and contains a single item 'Advanced settings' with a right-pointing chevron. A red box highlights the 'Advanced settings' item.

Select *Sign Up/Changes*.



A screenshot of a 'Documents' menu. The menu is titled 'Documents' and contains five items: 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings', 'Additional Recipients', and 'Disclosures'. A red box highlights the 'Sign Up/Changes' item.

Select the > to expand document options for each account listed.

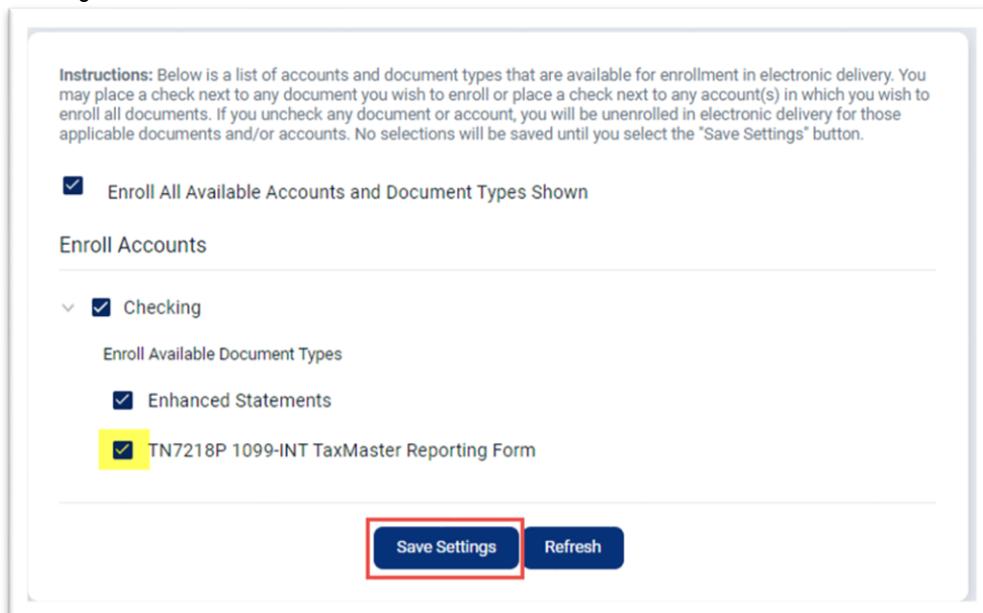


A screenshot of the 'Enroll Accounts' section. The section is titled 'Enroll Accounts' and contains a list of accounts. The first account is 'Checking', which is expanded to show a right-pointing chevron. A red box highlights the chevron.

Select  the *TaxMaster Reporting Form*.

-  The *tax form name* will vary by account type, as the appropriate tax form varies.
-  **Note:** The *Enroll All Available Accounts and Document Types Shown* option does not automatically include tax forms. To encompass all forms including tax forms, deselect and reselect *Enroll All Available Accounts and Document Types Shown*.

Select *Save Settings*.



A screenshot of the 'Save Settings' dialog box. The dialog box contains instructions and a list of accounts and document types. The 'Enroll All Available Accounts and Document Types Shown' checkbox is checked. Under 'Enroll Accounts', the 'Checking' account is expanded. Under 'Enroll Available Document Types', the 'TN7218P 1099-INT TaxMaster Reporting Form' checkbox is checked. A red box highlights the 'Save Settings' button.

## How to Enroll in Online Tax Forms

---

Select *I Agree* to agree to the *Electronic Statement Disclosure and Agreement*.

### Electronic Statement Disclosure and Agreement

#### What this Agreement Covers

This Agreement between you and GNBank governs your request and consent to receive statements, notices, and documents for your account(s) by electronic delivery. These electronic statements, notices, and documents are called "Electronic Statements." This Agreement is in addition to the terms and conditions described in the Online Banking, Mobile Deposit and Bill Payment Agreement and Disclosure and corresponding Fee Schedule.

If you have any issues with enrollment in electronic tax forms, contact the closest GNBank location or call us at (888) 675-8223.