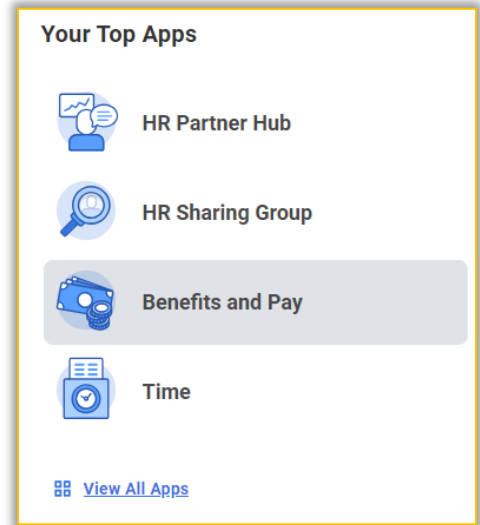




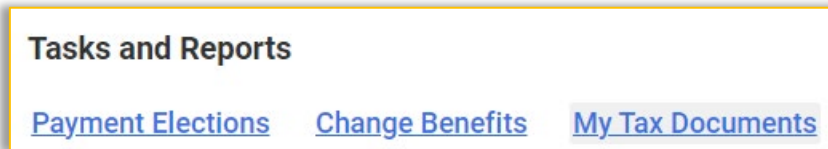
Access Year-End Tax Document Print Form W-2

VIEW AND PRINT W-2

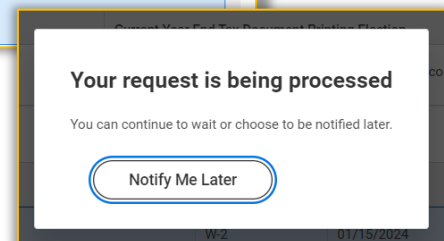
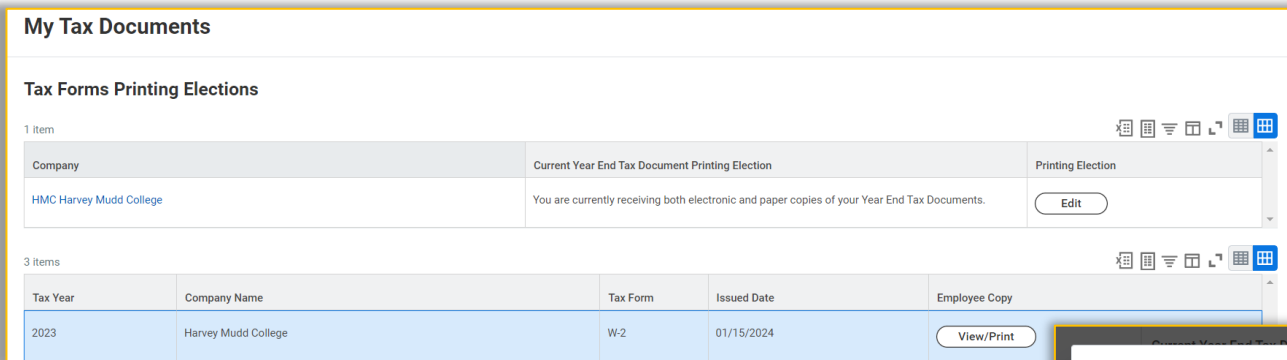
1. From the Workday homepage, navigate to **Your Top Apps** and click on **Benefits and Pay**.
 - If you do not see the **Benefits and Pay** app, you can add it by clicking the **Menu** button (top left corner), under the **Apps** section you can search for the **Benefits and Pay** app or add it to your apps list by clicking the “add” button at the bottom of the list.



2. Under **Tasks and Reports**, click **My Tax Documents** to view your tax documents.



3. To view your W-2 tax form details, click on the **View/Print** button. A pop message will appear, indicating that a pdf copy is being generated. Please wait about 5-10 seconds for a PDF to appear on screen.



4. A toolbar will appear at the top of the page with an option to download and print the PDF.

