Employees have the option to receive year-end tax documents both paper copies and electronically. To review and edit your current preferences, follow the steps below. Consider going GREEN and opt for electronic-only copies.

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. From the My Tax Documents screen, select the Edit button to change your printing election.

4. Select between the two options and confirm your selection by clicking the OK button.