

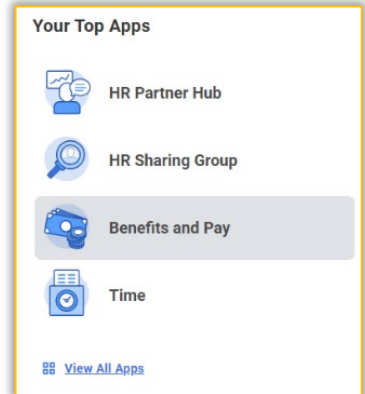


Change Form W-2 Printing Elections

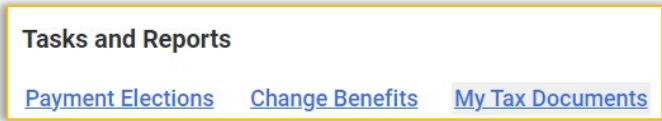
CHANGE W-2 PRINTING ELECTIONS

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.

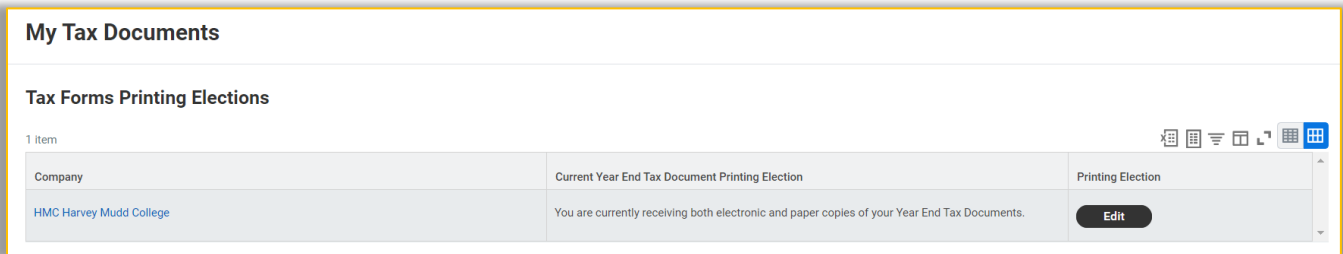
1. From the Workday homepage, navigate to **Your Top Apps** and click on **Benefits and Pay**.
 - If you do not see the **Benefits and Pay** app, you can add it by clicking the **Menu** button (top left corner), under the **Apps** section you can search for the **Benefits and Pay** app or add it to your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

