

VIEW AND CHANGE YOUR W-2 DOCUMENT PRINTING ELECTIONS

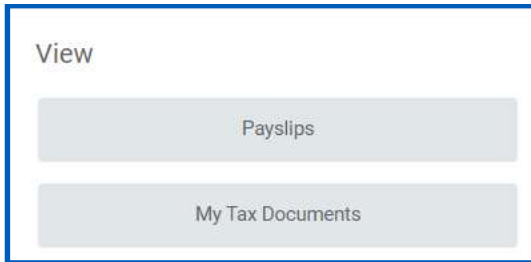
You can easily edit your W-2 printing elections in Workday by following the steps below.

To review and update your W-2 printing elections:

1. Click the **Pay** application on your Home page



2. Select **My Tax Documents** under the **View** column.



3. View your **Tax Forms Printing Elections** for all companies you worked in within the current year in the table provided.

- a. You will need to edit your printing election for every company you worked in.

Tax Forms Printing Elections		
Company	Current Year End Tax Document Printing Election	Printing Election
06 Abeka Services, Inc.	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>
01 Pensacola Christian College, Inc.	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

4. Click the **Edit** button in the Printing Election column to change your printing election.

5. Select whether you wish to receive just an electronic copy or both a printed and electronic copy.

Change Year End Tax Documents Printing Elections

Worker

Company 06 Abeka Services, Inc.

Last Updated (empty)

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

- * Receive electronic copy of my Year End Tax Documents
- Receive both electronic and paper copies of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

6. Click OK.



7. Repeat the process for every company you worked in if applicable.