

# W-2 PRINTING ELECTION

Use this procedure to change the printing option for your Form W-2.

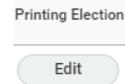
1. Log into Workday

2. Click the Pay Worklet



3. Select "**My Tax Document**" in the View column on the next screen.

4. Click the "**Edit**" button under "Printing Election"



5. Verify the information is yours on the next screen and click the orange "**OK**" button at the bottom of the screen.

6. Select your printing option in the "New Election" section.

New Election



Receive electronic copy of my Year End Tax Documents



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

## **\*\*IMPORTANT\*\***

If you elect to receive **both** electronic and paper copies, your Payroll Department **will provide a paper copy** of your Year End Forms post marked no later than January 31st of the following tax year. Be advised that your electronic copy could be delayed until after the paper copy is mailed. Your selection remains valid for all future tax years or until you change it in Workday.

7. Click the "**OK**" button at the bottom of the screen.

8. Click the "**Done**" button at the bottom of the next screen.

You have completed the update of the printing option of your year-end tax documents.

## **Why Choose the Electronic W-2!**

Did you know an Electronic W-2 is an IRS approved distribution method?

We **STRONGLY** encourage selecting the electronic format to get the **AGS** advantages:

- **A**CCESS: Quicker access! Electronic W-2s are available as early as mid-January.
- **G**REEN: Go green! Natural resources are saved by not printing & mailing W-2 forms.
- **S**ecurity: Increased security! Mail delivery allows access to your personal sensitive information.
- **S**avings: There is a cost savings for each form not printed and mailed.