## W-2 Printing Election

This procedure will allow you change the printing option for your year-end tax documents.

1. Log into Workday



- 2. Click the Pay Worklet Pay
- 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
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 Receive electronic copy of my Year End Tax Documents

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

- 7. Click orange "**OK**" button at the bottom of the screen.
- 8. Click orange "**Done**" button at the bottom of the next screen.

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