

## Howdy Current and Former Employees!

It's that time of year again to review your W-2 print election! In our year-end review, we noticed your W-2 print election is set to "Paper"; meaning you will receive a paper W-2 through U.S. mail.

### Please consider electing to receive an Electronic copy instead.

Make tax season easier—choose to receive your W-2 electronically. You'll get your form faster, keep your information more secure, and have convenient access anytime you need it.

When you opt for the electronic W-2, you'll enjoy the **AGS** advantages:

**ACCESS: Quicker Access!**

View your W-2 online as early as mid-January—weeks before printed copies arrive by mail. Download or print your W-2 anytime and as many times as you need.

**GREEN: Go Green!**

Natural resources are saved by not printing & mailing W-2 forms.

**Security: Increased Security!**

Mail delivery allows access to your personal sensitive information.  
Your electronic W-2 remains safely stored and accessible for future reference.

**Savings: There's Cost Savings for each form not printed and mailed.**

Make the switch today for a faster, greener, and more secure W-2 experience.

### Here's How You Sign Up:

- Click on the Pay worklet on your Workday Home page
- Click on the My Tax Documents link.
- Click the Edit button in the Printing Election column (right side of the top box).
- Select the radio button for "Receive electronic copy of my Year End Tax Documents."
- Click OK

That's all there is to it. You will begin receiving your W-2 electronically instead of a paper form when available in the new year.

### SSO Access Issues:

If you experience difficulty logging into SSO please contact one of the service areas below:

- **Active Employees:**

| <u>Contact</u>       | <u>Phone</u>   | <u>Email</u>      |
|----------------------|----------------|-------------------|
| IT Help Desk Central | (979) 845-8300 | helpdesk@tamu.edu |

- **Inactive or Retired Employees — contact one of the following:**

| <u>Contact</u>                   | <u>Phone</u>   | <u>Email</u>   |
|----------------------------------|----------------|--|
| Benefits and Retirement Services | (979) 862-1718 | benefits@tamu.edu  |
| Payroll Services                 | (979) 845-2711 | payroll@tamu.edu   |
| Continuous Improvement Services  | (979) 862-3845 | <a href="mailto:HRnetwork@tamu.edu">HRnetwork@tamu.edu</a> |

### Questions

- Email Tax Compliance & Reporting at [tax@tamu.edu](mailto:tax@tamu.edu) for questions about your **taxes**.
- Email the Payroll Office at [payroll@tamu.edu](mailto:payroll@tamu.edu) for other payroll questions.
- Email Human Resources at [benefits@tamu.edu](mailto:benefits@tamu.edu) for questions about benefit issues.