

UPDATE ELECTRONIC TAX FORM ELECTIONS

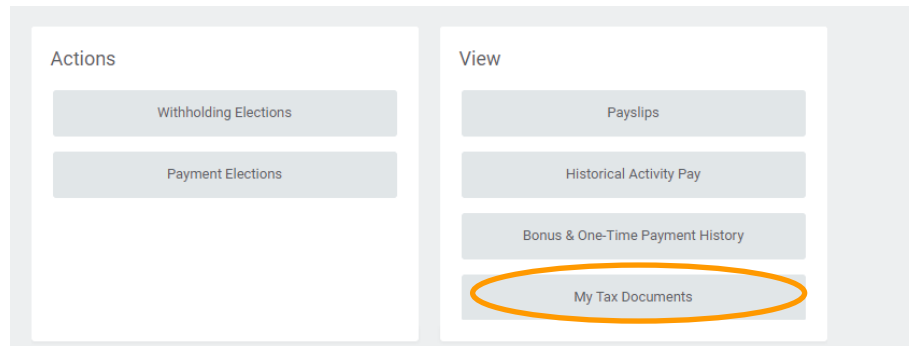
Receive your W-2 electronically to ensure

- **Faster and more secure delivery than U.S. mail, protecting your sensitive information from loss, theft or delay**
- **Reduce the costs of printing and mailing individual forms**
- **Quick and easy access to your online W-2 through Workday**

You can easily select Tax Form printing elections in Workday by following the steps below.

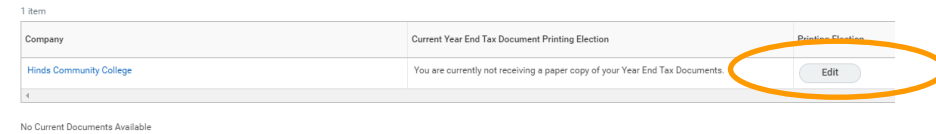
Click the **Pay** application on your Home page.

1. Click the **My Tax Documents** option in **View**.

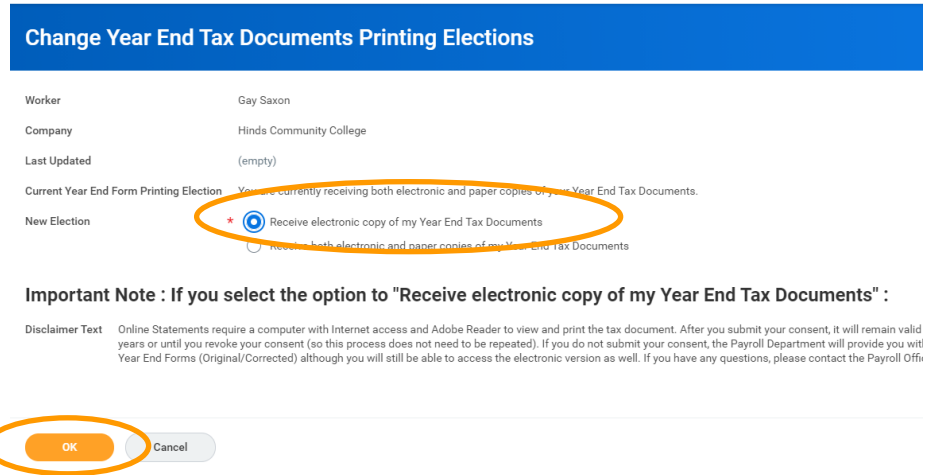


2. Select **Edit**

Tax Forms Printing Elections



3. Verify your name and select the "Receive electronic copy of my Year End Tax Documents". Click "OK".



Once your W-2 information is ready for you to view and print, you'll receive an email and a Workday notification.