

Tax Documents Options

USER GUIDE

TAX DOCUMENTS OPTIONS

This guide walks you through how to elect to receive electronic copies of Tax Documents: W-2 and 1095-C (Health). If you do not make any changes, you will receive both an electronic copy and printed copy of the W-2 and 1095-C.

W-2 Printing Elections

1. Click on your Profile in the upper right. Under View **Profile**, choose the **Pay Tab** on the left.



2. From the top banner, select Tax Documents. Tax Documents

Withholding Orders	Pay Group	Tax Documents	Absence Requests	Absence Balance	More 🗸
Tax Forms Pri	nting Electio	ns		Æ	≣ , ⊡ .¹
Company		Cum	ent Year End Tax Document	Printing Election	Printing Election
County of Marathor	i.	You copi	are currently receiving both es of your Year End Tax Doc	(Edit	

 Click Edit to be taken to the screen to opt-in to receive electronic W-2 forms. The electronic copy will be housed in Workday in the Tax Documents tab. Tax Forms Printing Elections

1 item		
Company	Current Year End Tax Document Printing Election	Printing Election
County of Marathon	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit

4. You can choose to receive just an electronic copy or choose to receive electronic and paper copy (via mail). Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents

New Election * CReceive electronic copy of my Year End Tax Documents.

- Read the Important note and disclaimer. Click OK. The screen will have you review your selection one more time. If correct, click Done.
- If you want to change your selection, you can click Edit at any time. <u>*Make sure this is done prior to year-end.</u>

1095-C (Health Insurance Coverage) Printing Elections

If you were eligible for Health insurance coverage, you will receive 1095-C. Eligible employees who declined to participate in the health plan will still receive a 1095-C.

1. Click on your Profile in the upper right. Under View Profile, click Actions.



2. Under Benefits, click Change 1095-C Printing Elections.

Actions	View Benefits Annual Credit
Actions	Change Wellness Data View Wellness Data
Frequently Used	View Wellness History
View Worker History	View Benefit Jobs
View Total Rewards	Change Medicare Data
View Worker History by	View My Benefit Statement
Maintain Worker Docu	Change 1095-C Printing Election
View Feedback	View ACA Measurement History
	View My 1095-C Printing Election
Benefits	> View My ACA Forms

3. You can choose to receive just an electronic copy or choose to receive an electronic and paper copy.

Current 1095-C Printing Election		(empt	ty)
New Election	*	0	Receive both electronic and paper copies of 1095-C
		\bigcirc	Receive electronic copy of 1095-C

- Read the Important note and disclaimer. Click OK. The screen will have you review your selection one more time. If correct, click Done.
- If you want to change your selection, you can follow the steps and change at any time. *Make sure this is done prior to year-end.