

Tax Documents Options

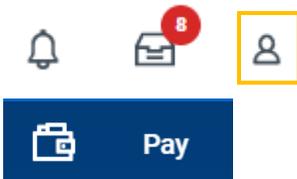
USER GUIDE

TAX DOCUMENTS OPTIONS

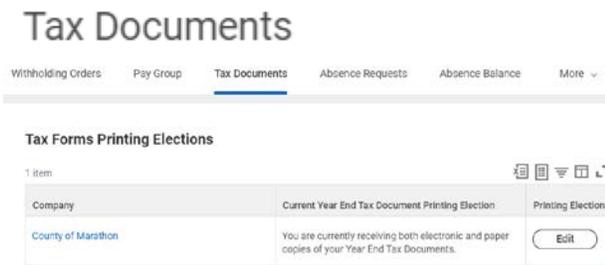
This guide walks you through how to elect to receive electronic copies of Tax Documents: W-2 and 1095-C (Health). [If you do not make any changes, you will receive both an electronic copy and printed copy of the W-2 and 1095-C.](#)

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**.



3. 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.



4. You can choose to receive just an electronic copy or choose to receive electronic and paper copy (via mail).



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

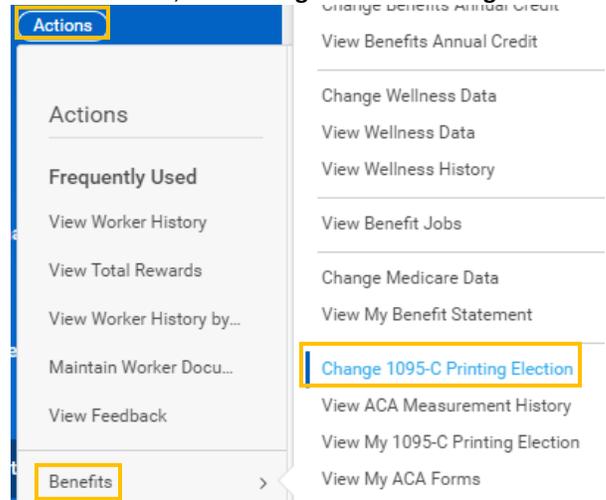
1095-C (Health Insurance Coverage) Printing Elections

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.

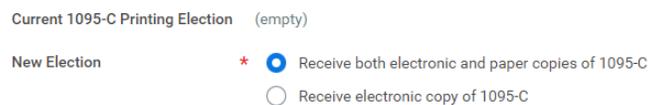
1. Click on your Profile in the upper right. Under **View Profile**, click **Actions**.



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



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



4. Read the Important note and disclaimer. Click **OK**. The screen will have you review your selection one more time. If correct, click **Done**.
5. 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.*