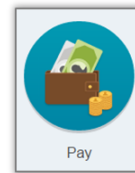


Quick Reference Guide: *Change Year End Tax Document Printing Elections***Keep in mind**

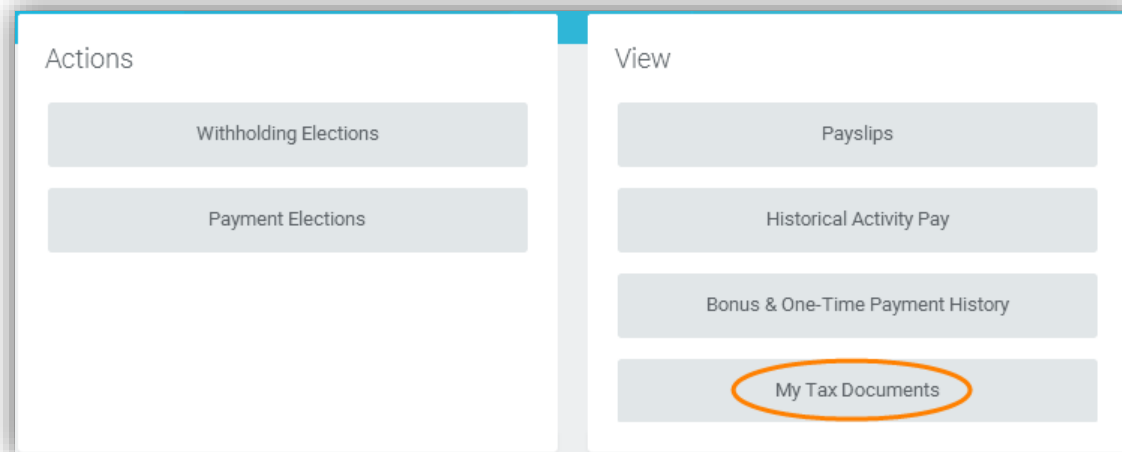
- Tax Document Printing Elections will default to 'Receive both electronic and paper copies of my Year End Tax Documents'.
- If you submit your consent to receive only an electronic copy, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated each year).

**Steps:**

1. From the **Home Page**, click on the **Pay Worklet**.

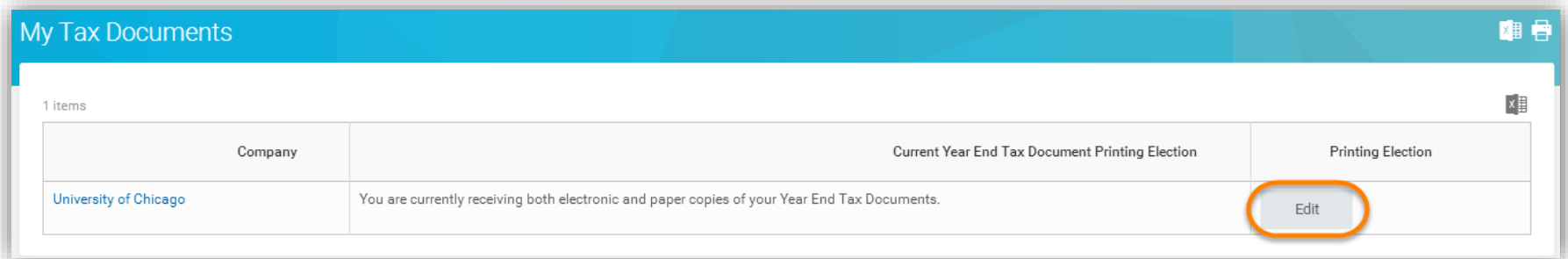



2. Under the **View** header, click **My Tax Documents**

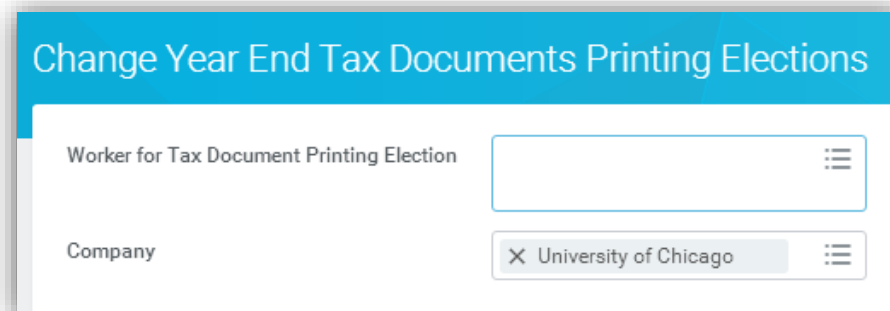


Quick Reference Guide: *Change Year End Tax Document Printing Elections*

3. To update your **Current Year End Tax Document Printing Election**, click the **Edit**  **button**.



4. On the following screen your name and the University of Chicago will default. At the bottom of this screen, click the **OK**  **button** to proceed to the next step.



Quick Reference Guide: *Change Year End Tax Document Printing Elections*

5. Under the **New Election** section select the radio button next to **Receive electronic copy of my Year End Tax Documents** option to only receive an electronic copy of your W-2. When complete, click **OK**.

← Change Year End Tax Documents Printing Elections

Worker Jane Doe

Company University of Chicago

Last Updated (empty)


Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

- \*  Receive both electronic and paper copies of my Year End Tax Documents
- Receive electronic copy of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

6. You will receive a confirmation page indicating your year-end tax document printing elections. When you have completed reviewing the information, click the **Done**  **button**.