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**

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.
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**.

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.