
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 View All Apps link (in the Quick Tasks section.) Click on the Pay app.

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

[Diagram of Pay app with My Tax Documents highlighted]
3. To update your **Current Year End Tax Document Printing Election**, click the **Edit** button under the **Printing Election** column.

4. 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**.

5. 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.