

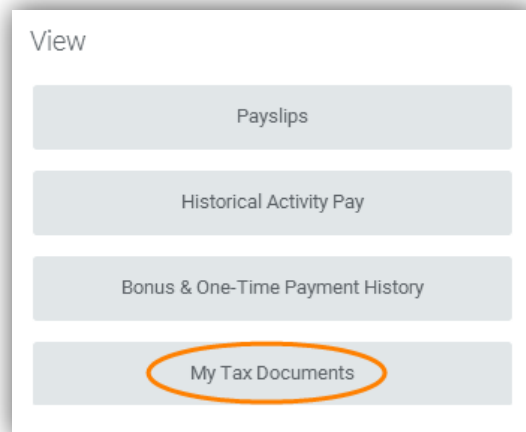
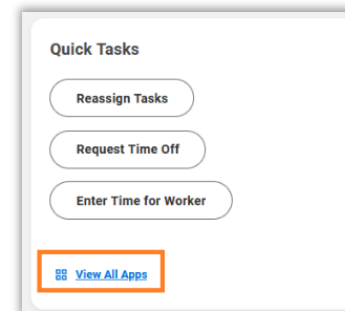
Quick Reference Guide: *Change Year End Tax Document Printing Elections*

## 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 **View All Apps** link (in the Quick Tasks section.) Click on the **Pay** app.
2. Under the **View** header, click **My Tax Documents**.




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

**My Tax Documents**


**Tax Forms Printing Elections**

1 item Turn on the new tables view

Company	Current Year End Tax Document Printing Election	Printing Election
<a href="#">University of Chicago</a>	You are currently not receiving a paper copy of your Year End Tax Documents.	

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.

**Change Year End Tax Documents Printing Elections**

<b>Worker</b>	Indiana Jones
<b>Company</b>	University of Chicago
<b>Last Updated</b>	11/05/2019
<b>Current Year End Form Printing Election</b>	You are currently not receiving a paper copy of your Year End Tax Documents.
<b>New Election</b>	<p>* <input checked="" type="radio"/> Receive electronic copy of my Year End Tax Documents</p> <p><input type="radio"/> Receive both electronic and paper copies of my Year End Tax Documents</p>