# W-2 ELECTIONS

### (1) Log in to Workday

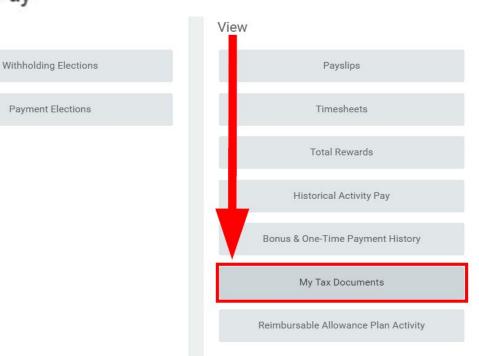
(2) Navigate to the Home Page and select the Pay worklet



## Pay

Actions

(3) In the View column, select My Tax Documents

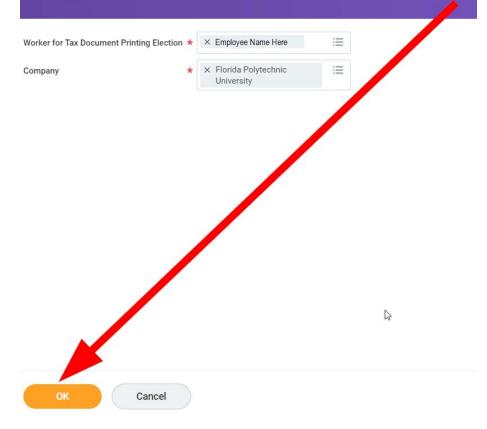


#### Less (2)

### (4) Select Edit

My Ta	x Documents					
l item						01 <del>-</del> = 1
Company				Current Year End Tax Document Printing Election		Printing Election
Florida Polytechnic University				You are currently not receiving a paper copy of your Year End Tax Documents.		Edit
4						· · · · · · · · · · · · · · · · · · ·
itema						
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2017	Florida Polytechnic University	W-2	01/10/2018	View/Print		
2016	Florida Polytechnic University	W-2	01/04/2017	View/Print		

### **Change Year End Tax Documents Printing Elections**



#### (6) Choose a New Election

#### (A) Receive electronic copy of my Year End Tax Documents

Recommended option. Employees are able to print W-2 statements directly from Workday mid-January. Filing electronically reduces the wait time to receive a W-2 statement and minimizes the possibility of becoming a victim of tax-related identify theft when sending W-2 statements through the mail.

Refer to the Print Online W-2 job aid for step-by-step instructions.

#### (B) Receive both electronic and paper copies of my Year End Tax Documents

Not recommended. This option forces the Payroll Office to mail W-2 statements through the mail by January 31<sup>st</sup> even if the employee has printed the statement in Workday. Employees should keep their personal information safe and avoid receiving personal and sensitive information through the mail.

<ul> <li>Change Year End Tax Documents Printing Elections</li> </ul>						
Worker	Julie Ann Hudson					
Company	Florida Polytechnic University					
Last Updated	12/20/2016					
Current Year End Form Printing Election	You are currently not receiving a paper copy of your Year End Tax Documents.					
New Election	* 💽 Receive electronic copy of my Year End Tax Documents					
-	Receive both electronic and paper copies of my Year End Tax Documents					

## **Change Year End Tax Documents Printing Elections**

Worker	Julie Ann Hudson
Company	Florida Polytechnic University
Last Updated	12/20/2016
Current Year End Form Printing Election	You are currently not receiving a paper copy of your Year End Tax Documer
New Election *	Receive electronic copy of my Year End Tax Document
	Receive both electronic and paper copies of my car End Tax Documents

#### Important Note : If you select the option to "Received rectronic copy of my Year End Tax Documents" :

#### Disclaimer Text

Online Statements require a computer with Internet access and nobe 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 that consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with the 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 the questions, please contact the Payroll Office.

