

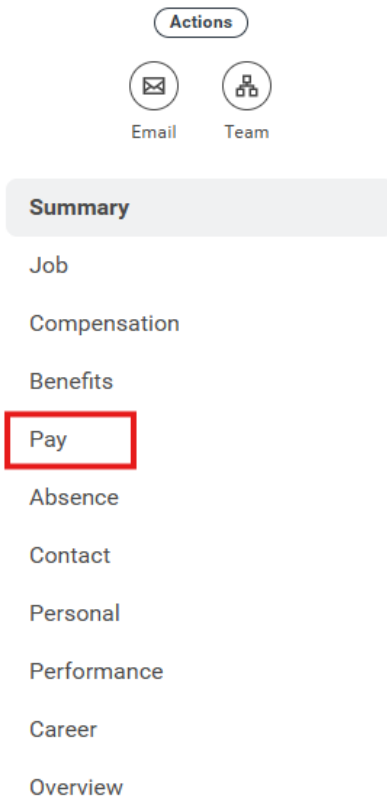
# My Tax Documents

This job aid provides step-by-step instructions for employees on how to access, review, and update their tax document delivery preferences in Workday.

## Log in to WORKDAY

### Step 1

1. Go into your employee profile
2. From the Workday home page, go to the left hand side and drop down to PAY



Actions

Email Team

Summary

Job

Compensation

Benefits

**Pay**

Absence

Contact

Personal

Performance

Career

Overview

### Step 2

1. Locate the section labeled Tax Documents on the top of the screen



Results Input Arrears Tax Elections Withholding Orders Payment Elections **Tax Documents** Pay Group Payslips Costing Allocations Voluntary Deductions

### Step 3

1. Select edit option

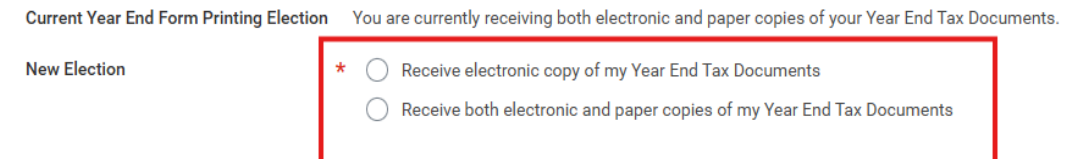
#### Tax Forms Printing Elections

Tax Forms Printing Elections 1 item

Company	Current Year End Tax Document Printing Election	Printing Election
The County of Galveston	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<b>Edit</b>

### Step 4

1. Make your preferred W-2 delivery selection and click OK



**Current Year End Form Printing Election** You are currently receiving both electronic and paper copies 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

