**Electronic enrollment of Form W-2 (without paper copy)**

**Overview**

This job aid outlines the steps for an Employee to enroll to receive their Form W-2 electronically without a paper copy. This eliminates mail delivery of personal secure information such as your social security number and salary information.

**Steps**

From the Workday Home page:

1. Click the **Pay** application



1. Select **My Tax Documents**
2. Click on the **Edit** button in the Printing Election column
3. Select the radio button next to the first choice**, Receive electronic copy on my Year End Tax Documents**
4. Click **OK**
5. Click **Done**

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