

View and Manage Your Tax Documents

Last updated June 3, 2020

You may choose whether to receive a paper copy of your year-end tax document(s) in addition to the electronic version(s) accessible in Workday by default.

View/Print Your Tax Documents

1) Run the [My Tax Documents](#) report.

- You can also find this report in the **Pay** worklet or using Workday search.

2) Available tax documents will be listed by year and by type (e.g., **W-2**).

3) Click **View/Print** to pull up a printable PDF of the document.

- A link to the PDF will also be available from your **Notifications** or from the [My Reports report](#).

Go Paperless (Or Receive a Paper Copy)

1) Run the [My Tax Documents report](#).

2) Review your printing elections at the top of the screen, then click **Edit**.

3) Read any instructions/information carefully. Under **New Election**, choose whether to receive a paper copy of your tax documents.

- Paper documents will be delivered to your primary home address on file.

4) Click **OK** to save any changes.