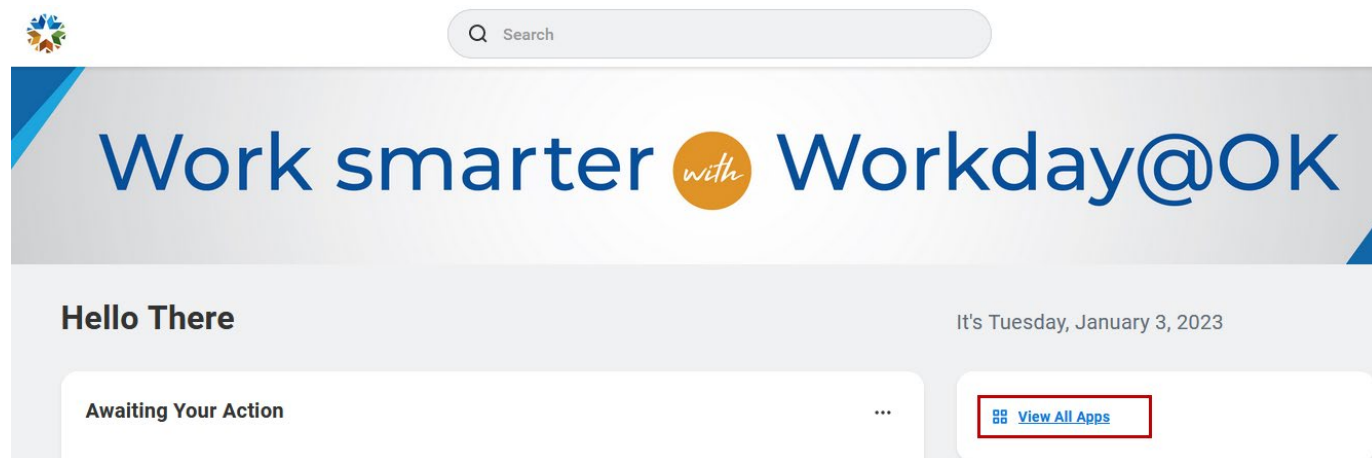


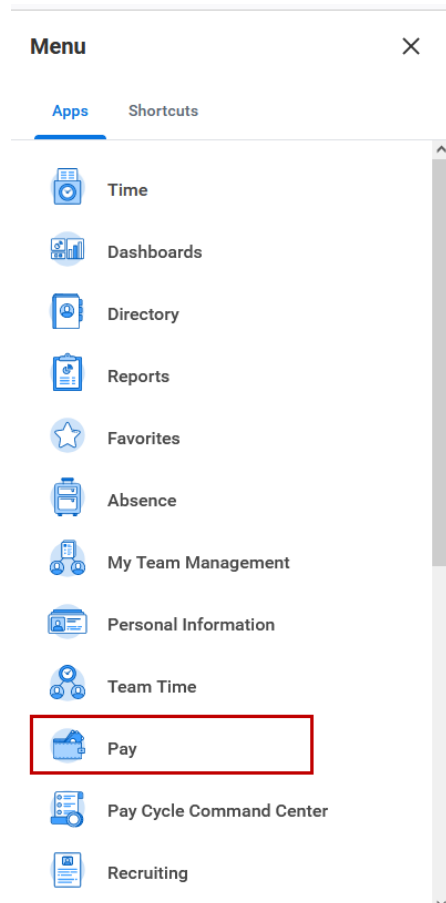
# Workday@OK: Payroll – Change W-2 Print Election to Electronic

Follow these steps to change your W-2 printing election to electronic only:

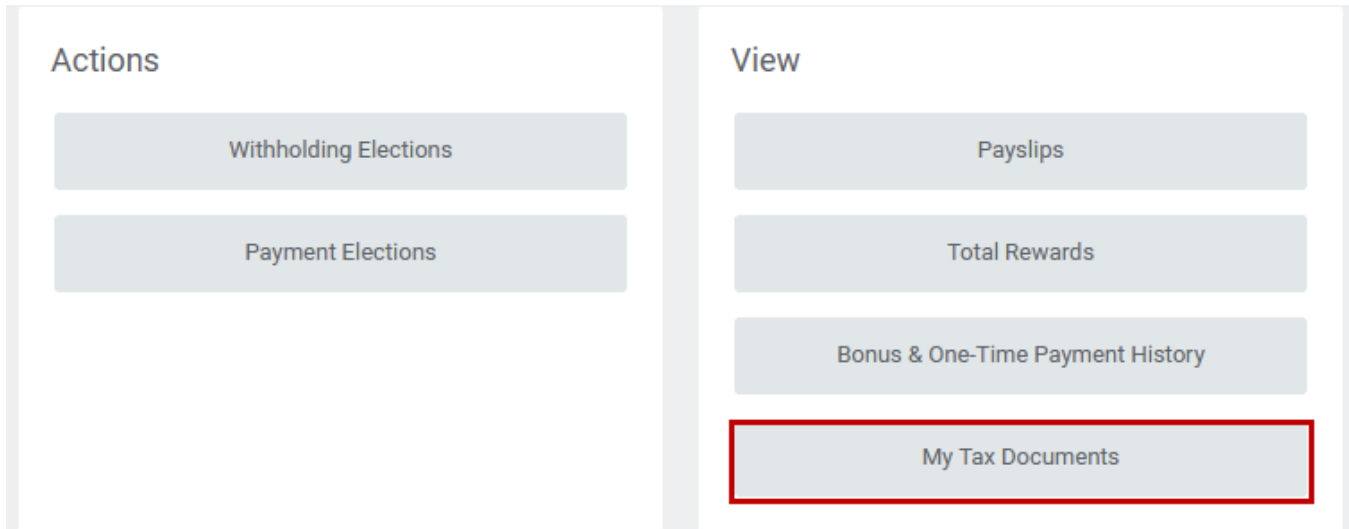
1. Log into [Workday@OK](#).
2. Select **View All Apps** on your Workday@OK homepage.



3. Select **Pay** from the Apps menu.



4. Select **My Tax Documents**.



5. Select **Edit**.

## My Tax Documents

### Tax Forms Printing Elections

1 item



Company	Current Year End Tax Document Printing Election	Printing Election
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

6. Select **Receive electronic copy of my Year End Tax Documents**; then select the **OK** button.

New Election

- \* Receive electronic copy of my Year End Tax Documents
- Receive both electronic and paper copies of my Year End Tax Documents

7. Select the **Done** button.

The process is now complete. You will be returned to your My Tax Documents page where your new election will be displayed.

## My Tax Documents

### Tax Forms Printing Elections

1 item



Company	Current Year End Tax Document Printing Election	Printing Election
090 OFFICE OF MANAGEMENT AND ENTERPRISE SERV	You are currently not receiving a paper copy of your Year End Tax Documents.	<input type="button" value="Edit"/>