

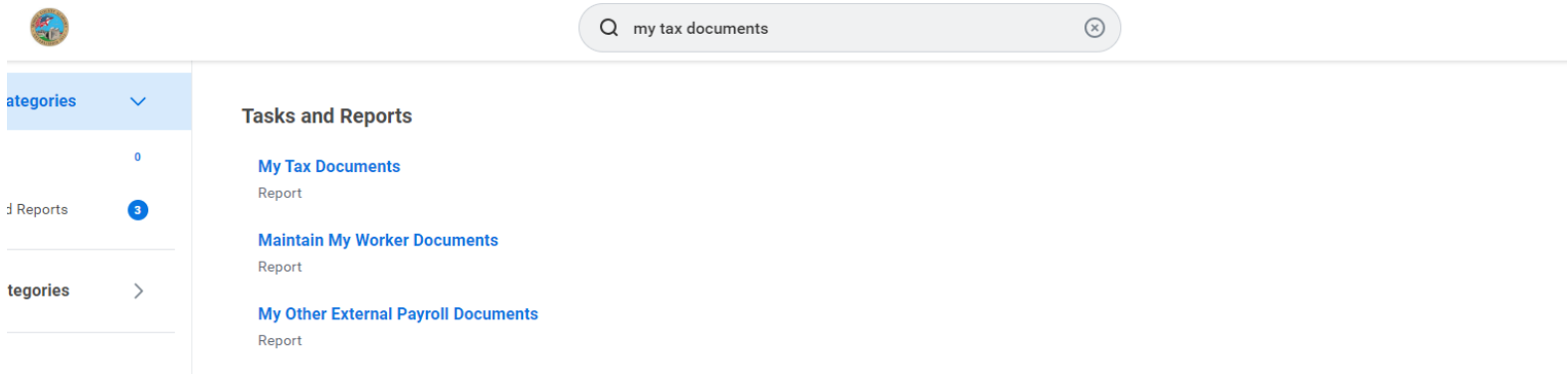
## Overview:

This job aid provides step-by-step guidance on the following:

- Viewing your Tax Document

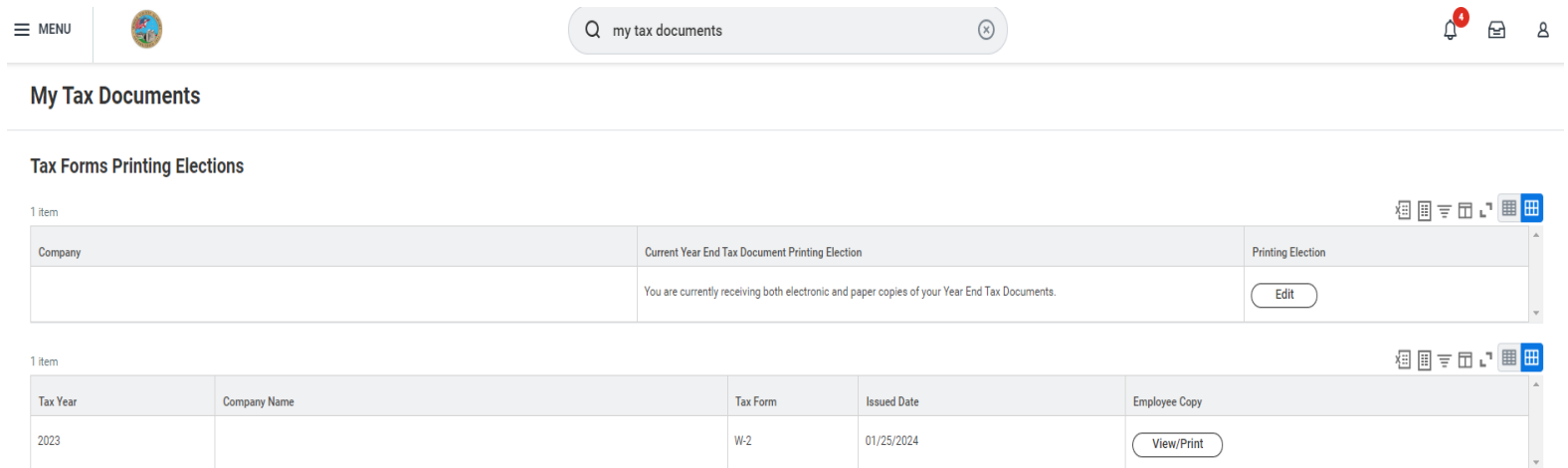
## Electing Tax Document Printing Elections

1. From the Workday homepage, type in **My Tax Documents**.



The screenshot shows the Workday homepage with a search bar containing the text "my tax documents". On the left, there is a navigation menu with "Categories" and "Reports" sections. The "Reports" section shows a count of 3. The main content area is titled "Tasks and Reports" and lists three reports: "My Tax Documents Report", "Maintain My Worker Documents Report", and "My Other External Payroll Documents Report".

2. Click the **My Tax Documents** report. This will automatically bring up your tax documents.



The screenshot shows the "My Tax Documents" page. At the top, there is a navigation menu with "MENU" and a search bar containing "my tax documents". The page title is "My Tax Documents". Below the title, there is a section titled "Tax Forms Printing Elections" with a sub-header "1 item". The table below shows the printing election details.

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

Below this table, there is another section titled "1 item" with a table showing tax form details.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2023		W-2	01/25/2024	<input type="button" value="View/Print"/>