> **Overview:**
>
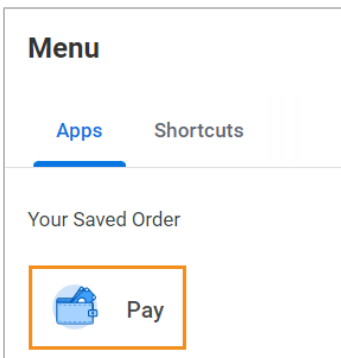> This job aid provides step-by-step guidance on the following:
>
> - Electing Tax Document Printing Elections

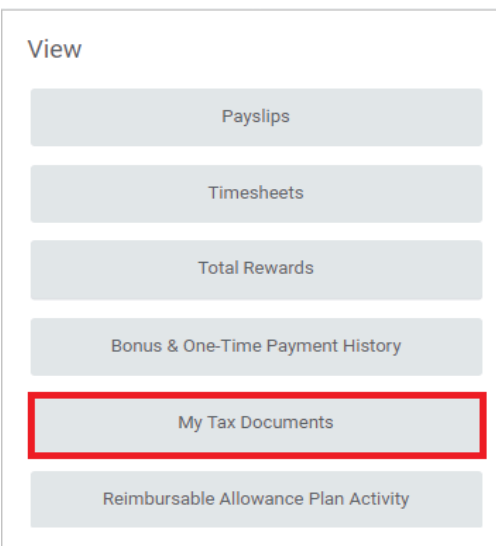## Electing Tax Document Printing Elections

1. From the Workday homepage, click the **Global Navigation Menu** icon.

2. Click the **Pay** application.

3. Locate the **View** column and click **My Tax Documents**

4. Select **Edit**.

My Tax Documents

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election	
MCC Mobile County Commission	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit	

5. Select the **New Tax Documents Printing Elections**.

Change Year End Tax Documents Printing Elections

Worker	JASMYNNE DAY (18298)
Company	MCC Mobile County Commission
Last Updated	(empty)
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

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text   Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

6. Click **OK**.

OK   Cancel