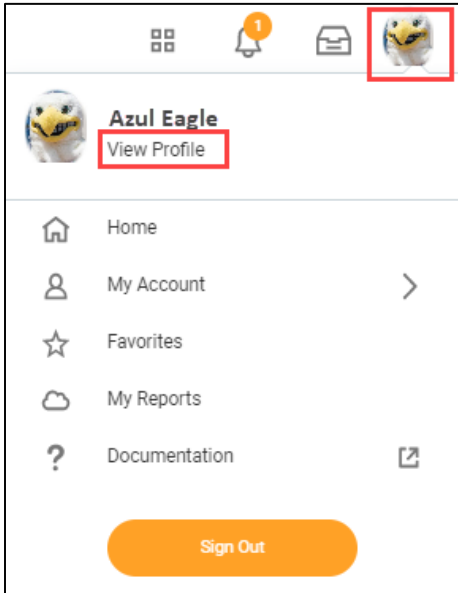


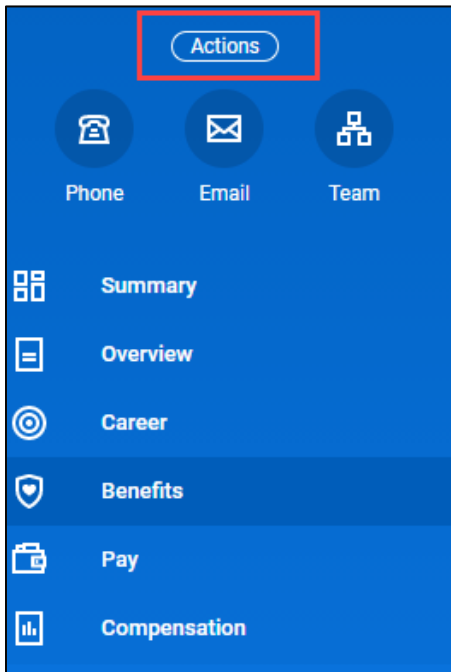
# Tax Document Printing Elections

## TAX DOCUMENT PRINTING ELECTIONS

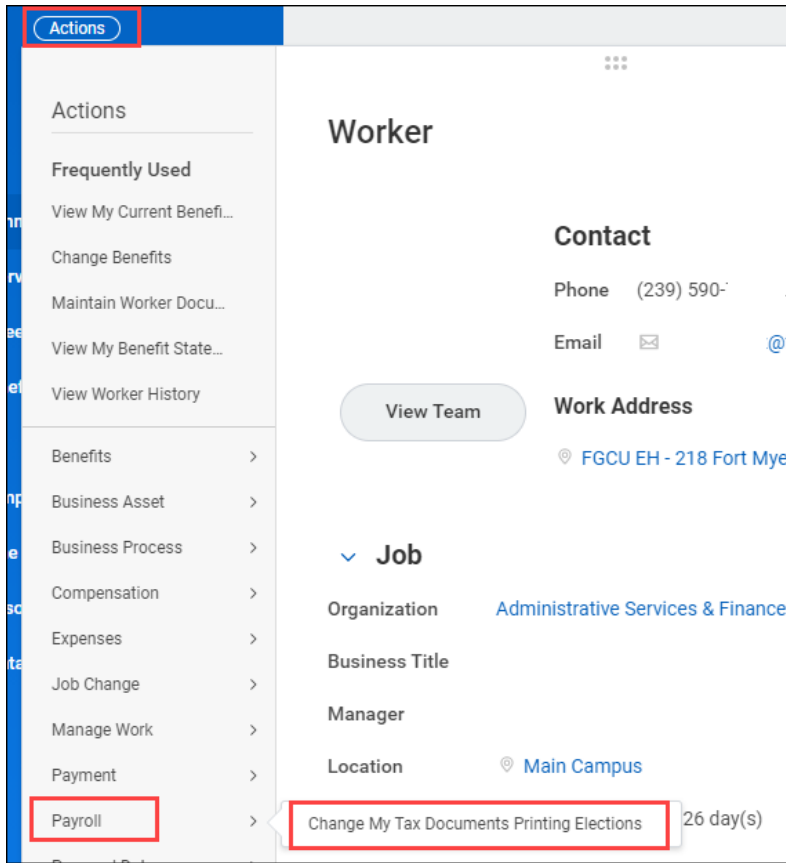
1. On the **Workday Home Page**, click your **Profile photo** in the upper right-hand corner and click **View Profile**



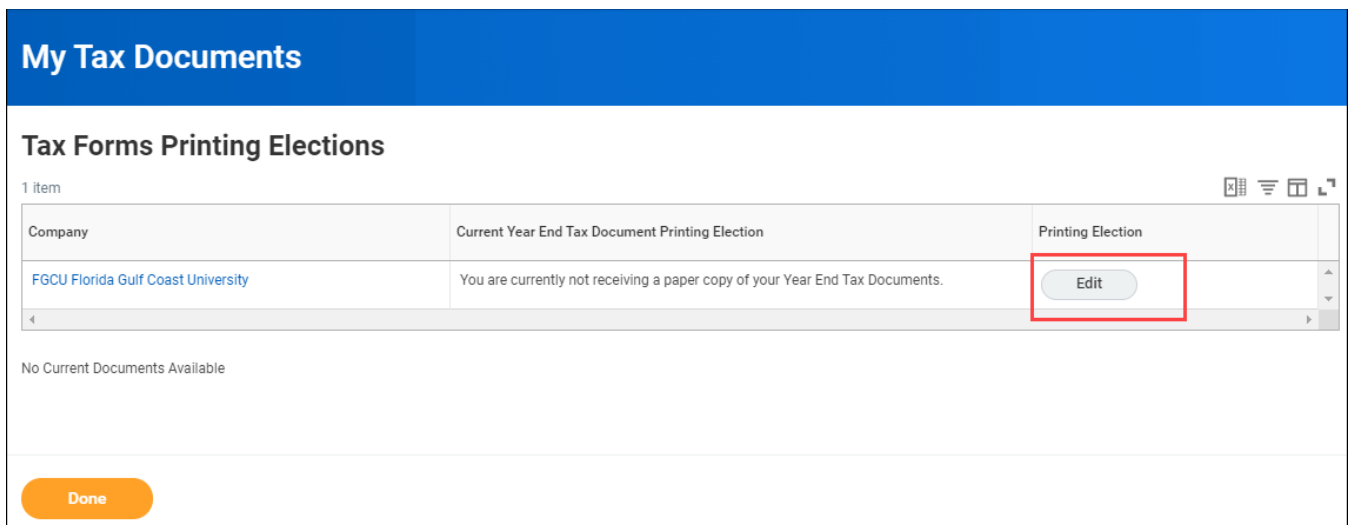
2. Click **Actions** button below your name and job title



- 3. Click **Payroll** and select **Change My Tax Documents Printing Elections**



- 4. On the **Tax Forms Printing Elections** screen, click **Edit**



- 5. Select desired **New Election** option; click **OK**

**Change Year End Tax Documents Printing Elections**

Worker

Company FGCU Florida Gulf Coast University

Last Updated 07/23/2020

Current Year End Form Printing Election You are currently not receiving a paper copy 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.

OK
Cancel

## 6. New Election displays; click Done

**Change Year End Tax Documents Printing Elections**

Worker

Company FGCU Florida Gulf Coast University

Last Updated 09/28/2020

Current Year End Form Printing Election You are currently not receiving a paper copy of your Year End Tax Documents.

New Election Receive electronic copy 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.

Done

## 7. You will return to the Tax Forms Printing Elections screen; click Done

**My Tax Documents**

**Tax Forms Printing Elections**

1 item

Company	Current Year End Tax Document Printing Election
FGCU Florida Gulf Coast University	You are currently receiving both electronic and paper cop

No Current Documents Available

Done