

# Requesting Electronic Delivery for Tax Forms

 You must change your tax forms printing elections to receive electronic forms that you can print at home from Workday.

## On this job aid:

- [How to request electronic delivery for your W2](#)
- [How to request electronic delivery for your 1095-C](#)

## How to request electronic delivery for your W2

1. Log into Workday
2. On your Home Page under Your Top Apps, click View all Apps,

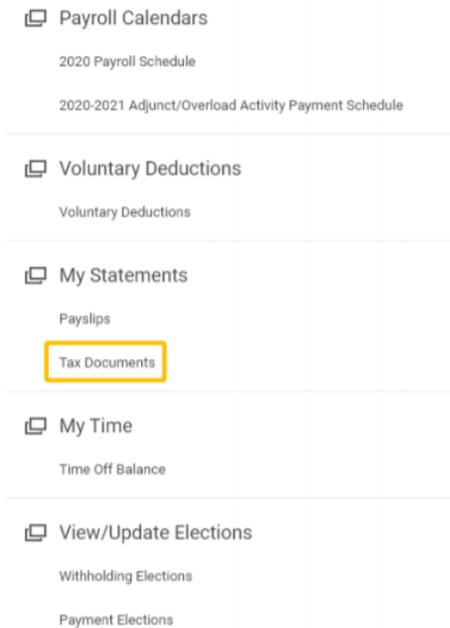
 [View All Apps](#)

3. Select the Pay App



**Pay**

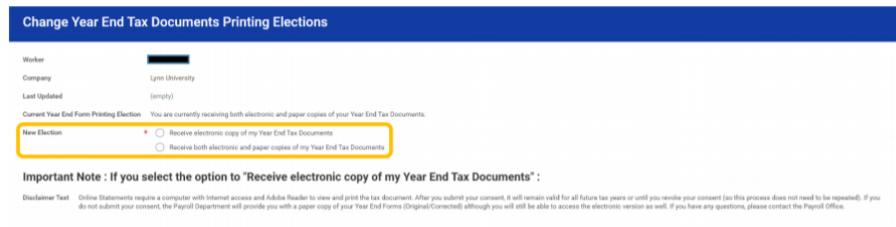
4. From the right hand column, select Tax Documents.



5. On the Tax Forms Printing Elections, click on the Edit button



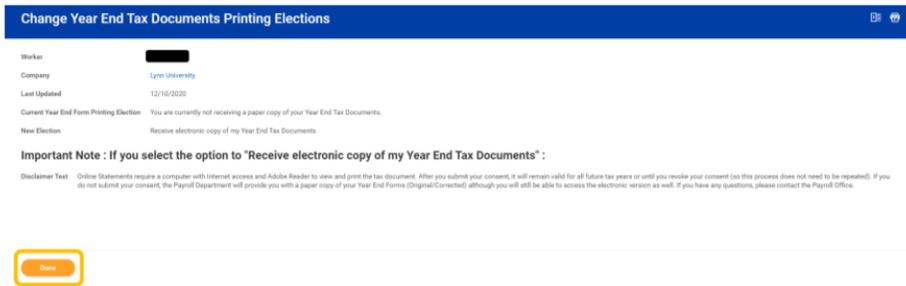
6. Your current Year End Form Printing Election will be displayed. Click on the New Election to change your preference.



7. Click OK to save your changes

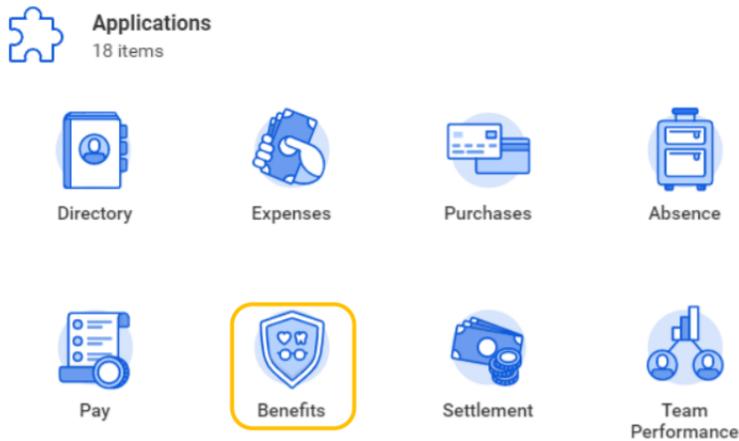


8. Your new election will be displayed. Click on Done. This will return you to the Tax Forms Printing Elections Page. Click Done.

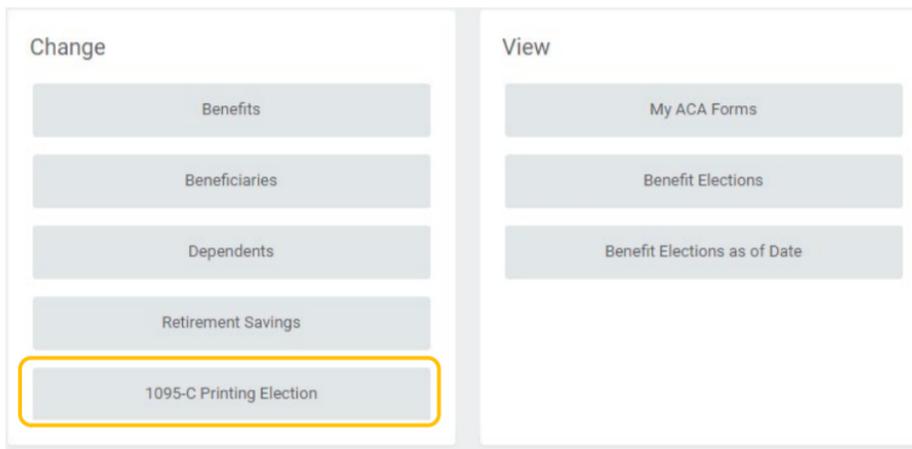


## How to request electronic delivery for your 1095-C

1. From the Workday homepage, select the Benefits icon



2. From the left hand column, select 1095-C Printing Election.



3. On the Change 1095-C Printing Elections, click on the circle to change your printing elections. Click on OK to save your changes.

**Change 1095-C Printing Election**

Worker [Redacted]  
Last Updated: 12/16/2020

Current 1095-C Printing Election: You are currently not receiving a paper copy of your 1095-C Tax Document

New Election:  Receive both electronic and paper copies of 1095-C  
 Receive electronic copy of 1095-C

**Important Note : If you select the option to "Receive electronic copy of my 1095-C 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 Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Benefits Department.

4. Your new election will be displayed. Click on Done.

**Change 1095-C Printing Election**

Worker [Redacted]  
Last Updated: 12/10/2020

Current 1095-C Printing Election: You are currently not receiving a paper copy of your 1095-C Tax Document

New Election: Receive electronic copy of 1095-C

**Important Note : If you select the option to "Receive electronic copy of my 1095-C 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 Benefits Department will provide you with a paper copy of your 1095-C (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Benefits Department.