

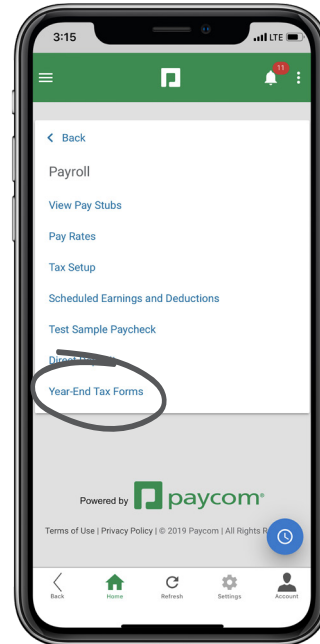
SHOW ME HOW

to Change My Year-End Tax Preferences
Payroll



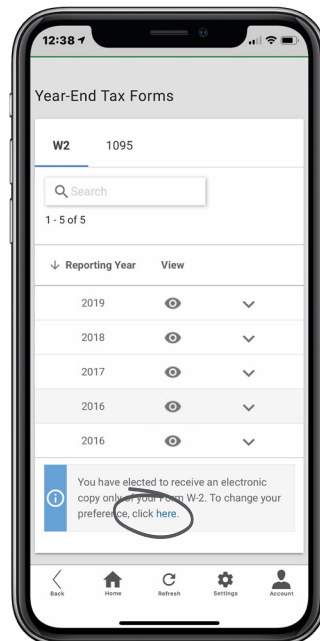
STEP 1

Navigate to Payroll > Year-End Tax Forms.



STEP 2

From the Year-End Tax Forms screen, click the blue hyperlinked "here" option.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

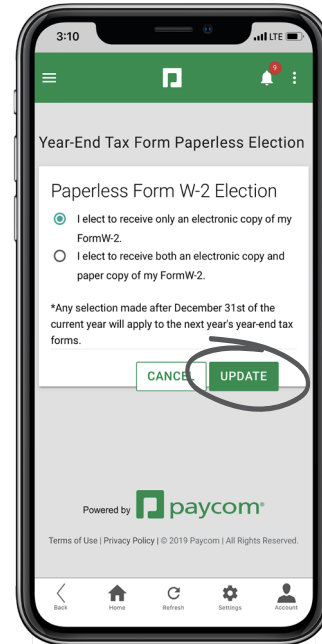
to Change My Year-End Tax Preferences

Payroll



STEP 3

Select your preferred election from the options. For example, if you want to receive only an electronic copy of your Form W-2, select that option. Then, click "Update."



EMPLOYEES

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