

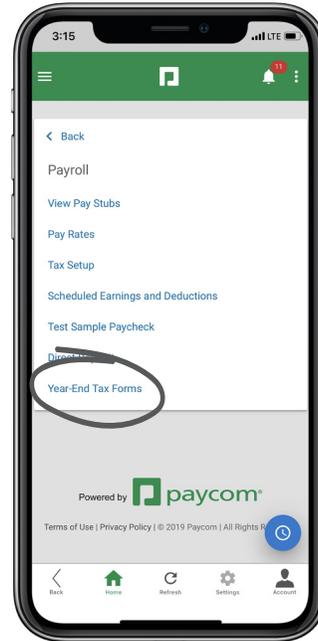
# SHOW ME HOW

to Change My Year-End Tax Preferences  
Payroll



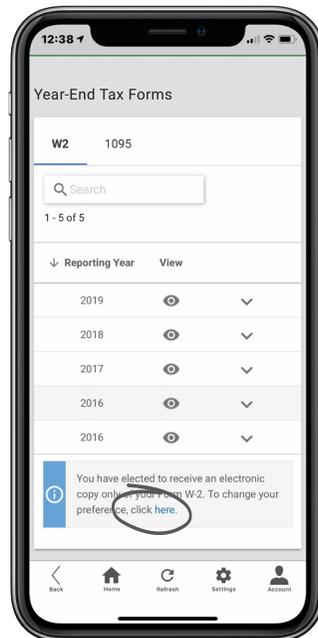
## STEP 1

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

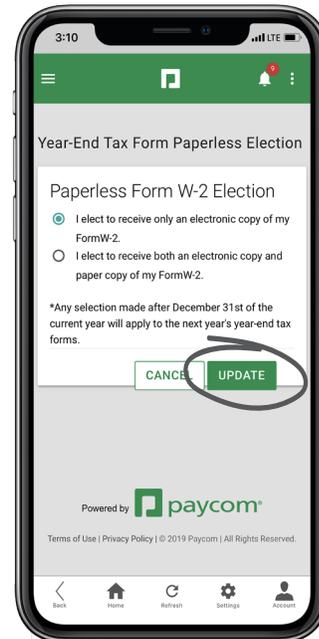
to Change My Year-End Tax Preferences

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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