

We are excited to announce a new feature in Workday that will allow you to opt-out of receiving a paper copy of your W-2. Help us support our sustainability goals of saving energy, saving water, reducing waste and shrinking our carbon footprint associated with the paper process. Last year we printed over 50,000 W-2s and our goal this year is to reduce that by 70%.

Use this link: [https://wd5.myworkday.com/oregon/d/task/2997\\$3073.html](https://wd5.myworkday.com/oregon/d/task/2997$3073.html) to go directly to “Tax Forms Printing Elections” then select, “Edit” as shown in Figure 1.

## Tax Forms Printing Elections

Tax Forms Printing Elections		
Company	Current Year End Tax Document Printing Election	Printing Election
Department of Administrative Services	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<div>Edit</div>

Figure 1

Figure 2 shows where to choose “Receive electronic copy of my Year End Tax Documents”. Click “OK” to complete your electronic copy elections.

## Change Year End Tax Documents Printing Elections

Worker	
Company	
Last Updated	10/16/2024
Current Year End Form Printing Election	You are currently receiving both electronic and paper copies of your Year End Tax Documents.
New Election	<div><div>* <input checked="" type="radio"/> Receive electronic copy of my Year End Tax Documents</div><div><input type="radio"/> Receive both electronic and paper copies of my Year End Tax Documents</div></div>

OK

Cancel

Figure 2

Employees can also see the option to elect to receive an electronic copy of W-2, under “Tax Document” in the “Payroll” app in Workday. Follow the Help Article, “[Elect to Receive Electronic Copy of W-2](#)” for step-by-step instructions or watch a video tutorial on how to “[Elect to Receive Electronic Copy of W-2](#)” in Workday.

Please note all terminated employees and employees on leave will default to receiving both electronic and paper copy of W-2.

With your help, we can reduce our paper use and be good stewards of our planet by electing to receive electronic copies of W-2. Learn more about our sustainability goals, visit the [Office of Sustainability](#) webpage.

Sincerely,

Oregon Department of Administrative Services Workday Team