## **Sample Opt out of Paper W-2 follow up email for distribution to agency employees:**

Good morning,

We want to remind all employees of the new feature in Workday where you can opt out of receiving a paper copy of your 2024 W-2 in favor of receiving only an electronic copy. 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.

You can click on the link below to see how to opt out of paper W-2 and learn more about Department of Administrative Services efforts to meet sustainability goals of reducing the 2024 W-2 printing by 70 percent over last year.

<https://wd5.myworkday.com/oregon/email-universal/inst/21037$34078/rel-task/2998$33471.htmld>

**Please Note:**

* W-2 paper copies will be mailed no later than Jan. 31, 2025
* W-2 electronic copies will be available before paper copies are received
* If you have more than one “Company” under the “Tax Forms Printing Elections” section, please edit your current “Company” printing election.

If you have any questions regarding this communication, please reach out to (insert agency payroll name).

Sincerely,

[Insert your agency name]