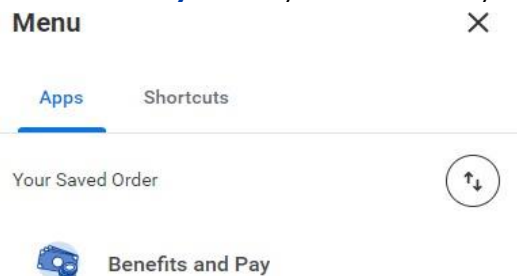


W-2: Opting for Electronic Copy

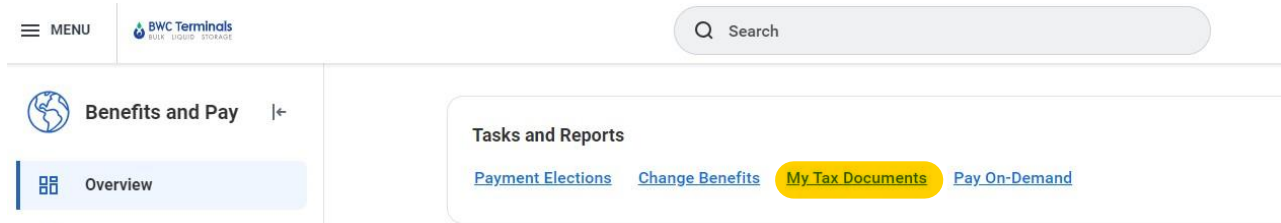
Employees may elect to only receive an electronic copy of your W-2.

To update your preference on receiving your W-2 form and opt out of receiving a paper copy:

1. Select **Benefits and Pay** from your Workday Menu under Apps.



2. After selecting, you will be brought to the **Benefits and Pay** main screen.
3. Under Tasks and Reports, select **My Tax Documents** and then click **Edit**.



My Tax Documents

Tax Forms Printing Elections

1 Item

Company	Current Year End Tax Document Printing Election	Printing Election
LE080 BWC Terminal Holdings LLC	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

4. Under New Election, select **"Receive electronic copy of your Year End Tax Documents"** to only receive your W-2 electronically.
5. Select **OK**.

Change Year End Tax Documents Printing Elections

Worker

Company LE080 BWC Terminal Holdings LLC

Last Updated (empty)

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

Receive electronic copy of my Year End Tax Documents

Receive both electronic and paper copies of my Year End Tax Documents

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