

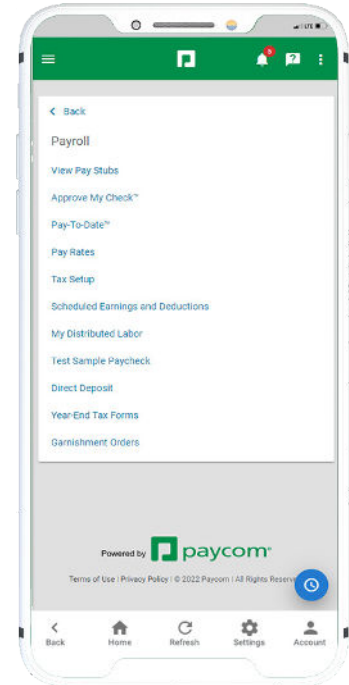
Show Me How

to Change My Year-End Tax Preferences

PAYROLL

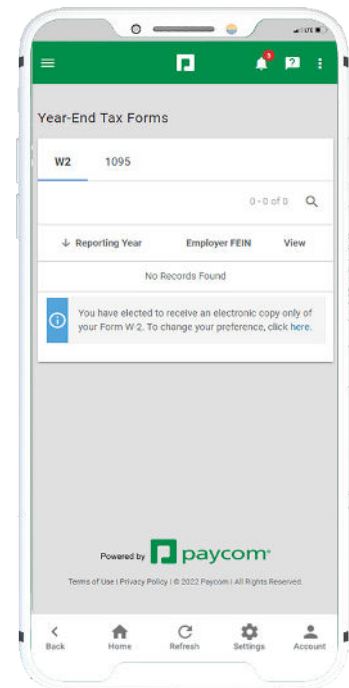
STEP 1

Navigate to Payroll > Year-End Tax Forms.



STEP 2

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



EMPLOYEES

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

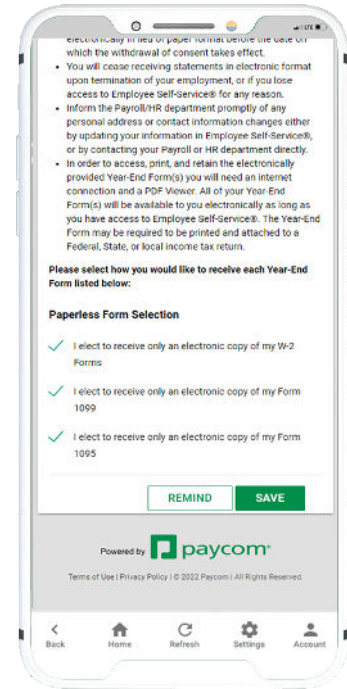
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PAYROLL

STEP 3

Read the disclosure, then select the check boxes for the forms you want to receive electronically, such as the W-2 and 1095. Click "Save."



EMPLOYEES

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