From the WD home screen select VIEW ALL APPS which will bring up the list on the left side of the screen. Select PAY



The screen below appears. Select MY TAX DOCUMENTS

Actions	View
Withholding Elections	Payslips
Payment Elections	Total Rewards
	Historical Activity Pay
	Bonus & One-Time Payment History
	My Tax Documents
	Reimbursable Allowance Plan Activity

The screen below appears. Select EDIT

- 1016140	\checkmark		S	상 트 스		
My Tax Documents						
Tax Forn	Tax Forms Printing Elections					
1 item				(III = III ." III III		
Company		Current Year End Tax Document Printing Election		Printing Election		
C0500 Nebra	ska Methodist Health System	You are currently not receiving a paper copy of your Year End Tax Doc	iments.	Edit		
No Current E	ocuments Available					

The screen below appears. You can change your preference here. Select RECEIVE ELECTRONIC COPY OF MY YEAR END TAX DOCUMENTS. The click OK and then click DONE. The preference has been changed and you will receive your tax documents electronically.



For 1095-C Forms – please do the following:

From Menu, select Benefits and Pay \rightarrow Benefits \rightarrow ACA Forms \rightarrow Change 1095-C Printing Election.



Change 1095-C Printing Election				
Worker	Carla Meler (5000)			
Last Updated	11/09/2023			
Current 1095-C Printing Election Vou are currently not receiving a paper copy of your 1095-C Tax Document				
New Election	 C Receive both electronic and paper copies of 1015-C 			
	Receive electronic copy of 10HS-C			
Important Note : If you select the option to "Receive electronic copy of my 1095-C 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 Benefits Department will provide you with a paper copy of your 1095-C (Drignal Connected) although you will still be able to access the electronic version as well. If you have any cuestions, please contact the Benefits Department.				