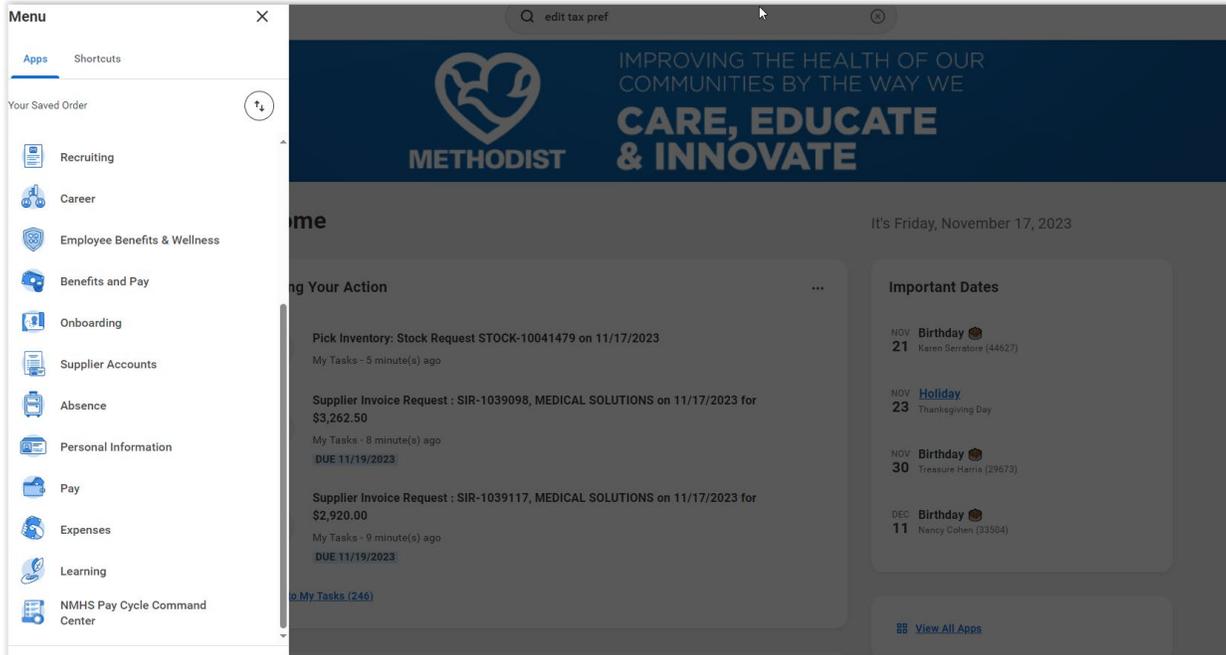
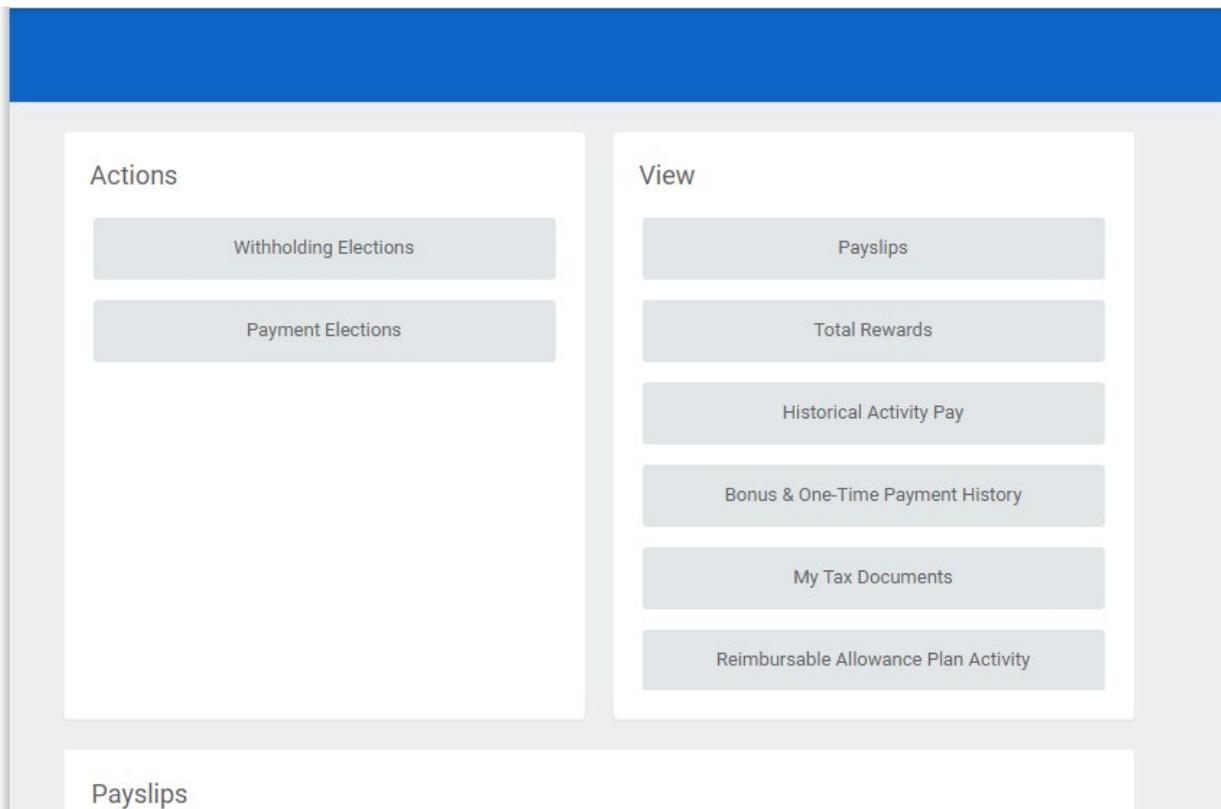


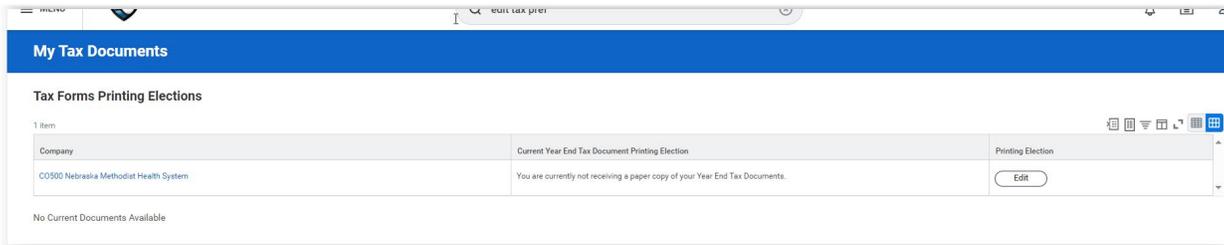
From the WD home screen select VIEW ALL APPS which will bring up the list on the left side of the screen. Select PAY



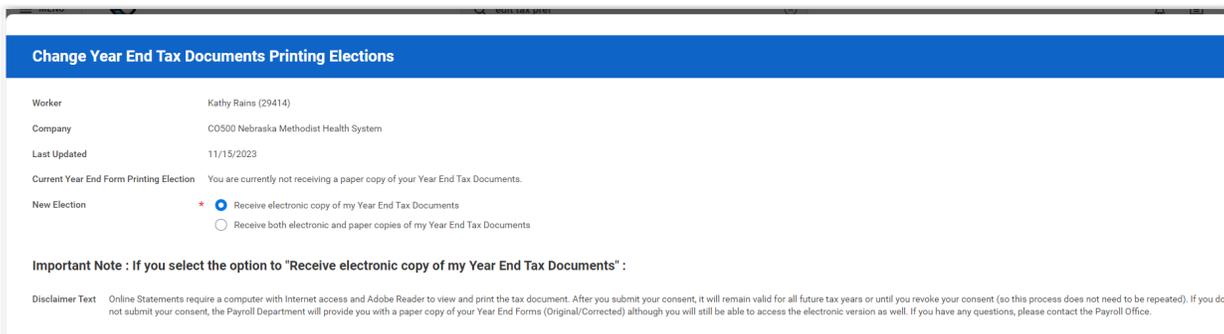
The screen below appears. Select MY TAX DOCUMENTS



The screen below appears. Select EDIT

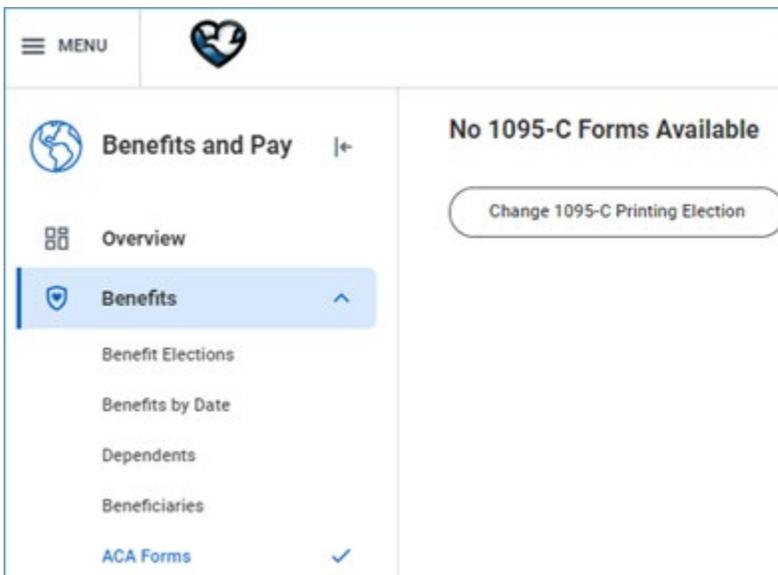


The screen below appears. You can change your preference here. Select RECEIVE ELECTRONIC COPY OF MY YEAR END TAX DOCUMENTS. The click OK and then click DONE. The preference has been changed and you will receive your tax documents electronically.



For 1095-C Forms – please do the following:

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



Change 1095-C Printing Election

Worker Carla Meier (5000)

Last Updated 11/09/2023

Current 1095-C Printing Election You are currently not receiving a paper copy of your 1095-C Tax Document

New Election Receive both electronic and paper copies of 1095-C
 Receive electronic copy of 1095-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 (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Benefits Department.