To opt in to receive an electronic copy of your W-2 tax form, follow the navigation below. You will be able to print the W-2 yourself when you view the W-2 form in the Workday Self-service portal.

**NOTE:** If you were paid by both the Endowed College and the Contract College, you will need to complete this process for each entity.

1. Log into Workday at [http://workday.cornell.edu](http://workday.cornell.edu)
2. Click on the “Pay” icon.
3. Under View, select “My Tax Documents”

4. On the My Tax Document, click the “Edit” button

5. On the Change W-2/W-2C Printing Election page, your name and the company you are employed by will appear below.
6. Click “OK”.

Last Updated: 3/27/2015
7. On the page shown below, click the “Receive electronic copy on my W-2/W-2C” radio button.
8. Click “OK”.
9. Click “Done”.

10. You will directed to your My Tax Documents page, and from there you may sign out of Workday.
    To log out of Workday click on your name in the upper right hand corner of the screen, then in small drop-down box that appears click “Sign Out”.

Important Note: By electing to receive an electronic copy of your W-2, a W-2 will not be mailed to you. You can print a copy of the W-2 through the Workday Employee Self-service portal. Your election will remain in effect until you change it.