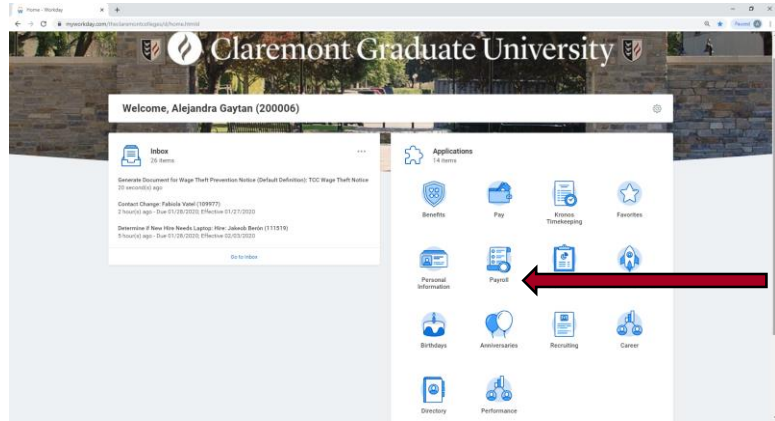


Print W-2 Form

1 Login to [Workday](#)

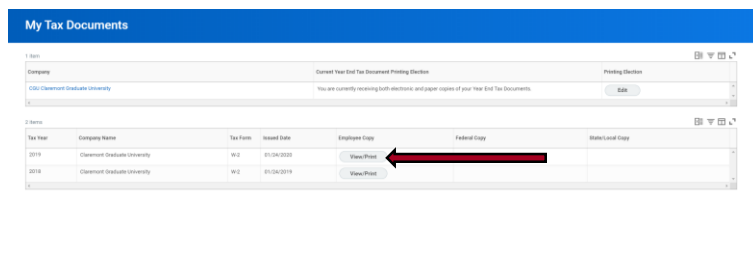


2 Select the **Payroll** Application

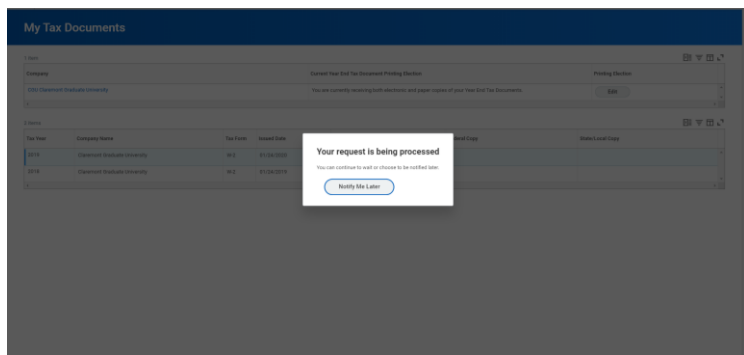
3 Select **My Tax Documents**



4 Select the year and next to it click **View/Print**.



5 The system will take a minute to create your document. Please select **Notify Me Later**, after a few seconds the W-2 is created, you can print it or save it



6 If the document is not created automatically, please look in your **Notifications**, you should be able to find it in there.

