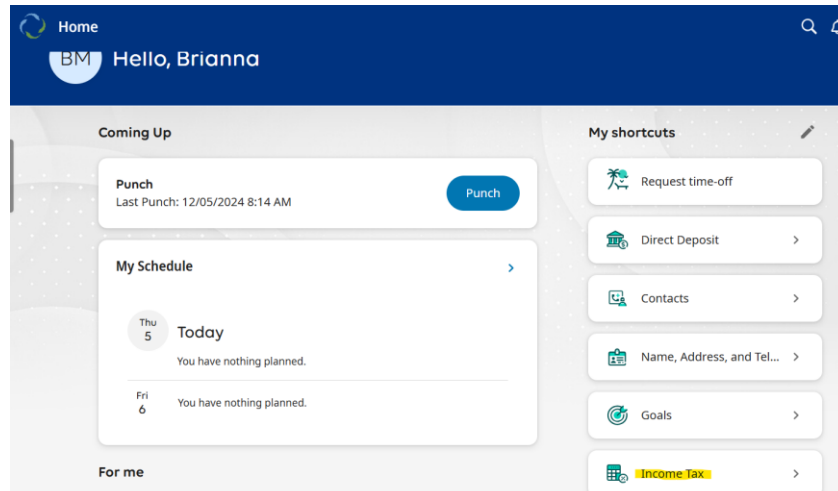


Want to go Paperless for your W-2?

From your UKG Homepage, 'My Shortcuts' select the Income Tax tab.



This will navigate you to your income tax set up.

On the righthand side of the tax screen under

'Things I Can Do', select Change Paperless Preferences.

Things I Can Do

For This Page

[Add/Change Withholding Form \(W-4\)](#)

For This Tab Set

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

[Change Paperless Preferences](#)

This will navigate you to the Paperless Preferences page. Toggle the button to 'On' to go paperless for your tax documents. Then select 'Save' at the top to lock in your choice.

A screenshot of the 'U.S. Wage and Tax Statements' page. The top navigation bar is dark blue with a 'U.S. Wage and Tax Statements' button. Below the navigation bar, the page title is 'US year-end forms paperless preferences'. To the right of the title are icons for 'save', 'cancel', 'print', and 'help'. Below the title, there is a light blue box containing an information icon and text: 'You can choose to go paperless on some of your employee forms. If you give your consent to go paperless, you won't get a paper copy of these forms going forward. You can, however, still download and print a copy for your records if you need one. You can change your preferences at any time, but it will only apply to forms going forward. Whether you'll still receive your year-end tax form electronically after leaving your job can vary. It's best to check with your employer for the specifics.' Below this box, there is a section titled 'US year-end tax form' with a description: 'Documents used in the United States to report your annual wages and withheld taxes, such as W-2, W-2C, 1099-MISC, 1099-NEC and 1099-R'. To the right of this text is a toggle switch labeled 'Off'.