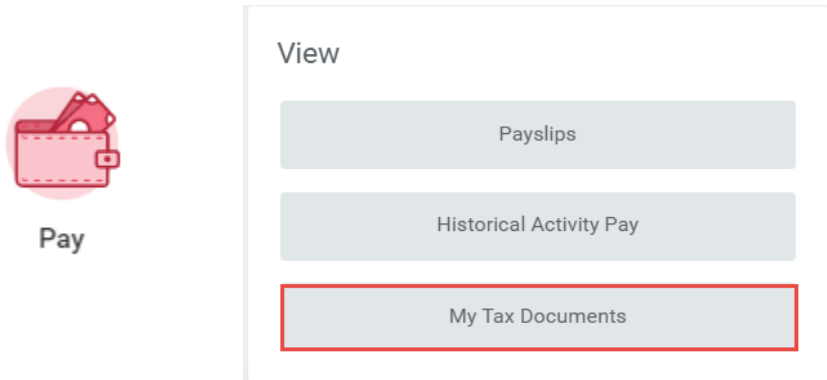


If you want to opt out from receiving a paper copy in the mail for your W-2, please following the instructions below.

1. Click the **Pay** application on your landing page and select **My Tax Document** sub-menu button.



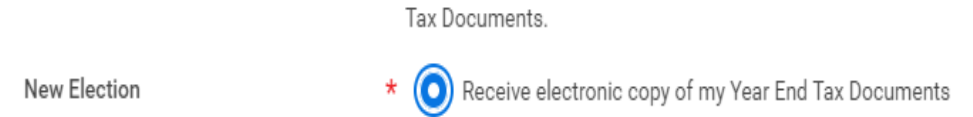
2. Select the **Edit** button under the Printing Election column.

### Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
President and Board of Trustees of Santa Clara College	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

3. Select the radio button **“Receive electronic copy of my Year End Tax Documents”**



4. Click OK then click Done.

\*Once this is selected you will **NOT receive** a paper copy of your W-2 in the mail. You will need to print it when available. See below.

1 item

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2019	President and Board of Trustees of Santa Clara College	W-2	01/27/2020	<input type="button" value="View/Print"/>