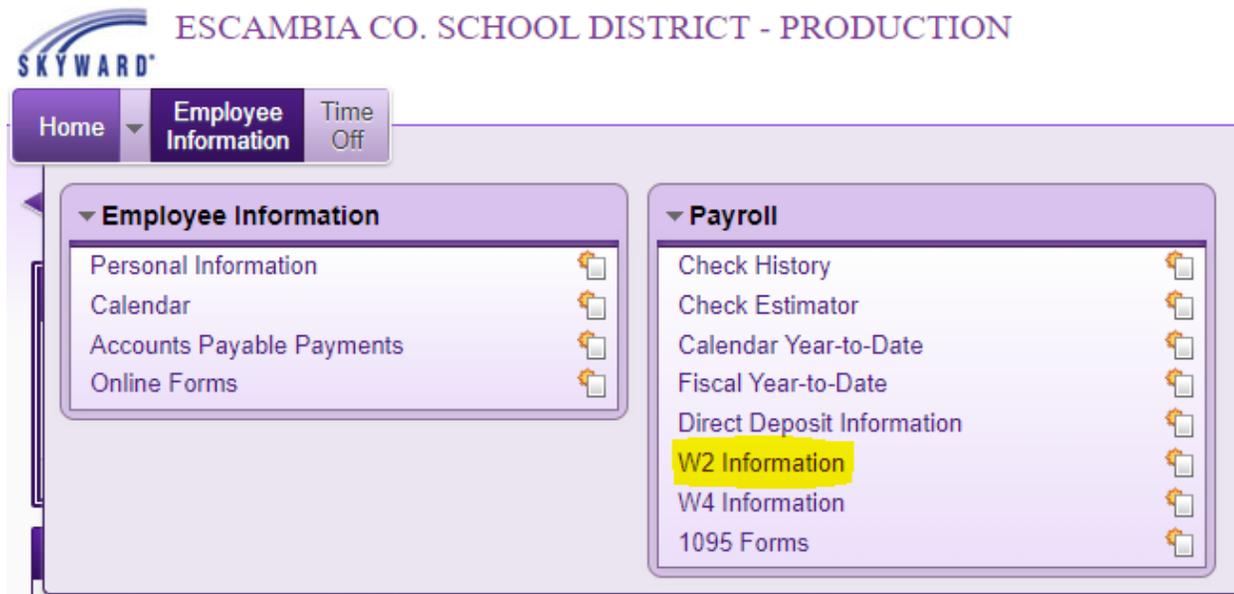


## Receiving your W2: Election Change

Instructions:

Log into Skyward and click on *Employee Information*

Under the Payroll section, click on *W2 Information* (highlighted below)



Now you should see your W2 history. On the right side of your screen, click on “Options for Receiving My 2022 W2 Electronically” (shown below)



### Options for Receiving my 2022 Form W2

In the “Options for Receiving my 2022 Form W2” pop up window, you are able to view and change your selection for receiving your W2. *Save* after updating your selection.

- I do not need a printed copy of my 2022 Form W2 from my employer. I will print my own Form W2 from Employee Access.
- I want to receive a printed copy of my 2022 Form W2 from my employer.
- Ask me again later.

If you need access to your Skyward account, please contact the IT Help Desk.