

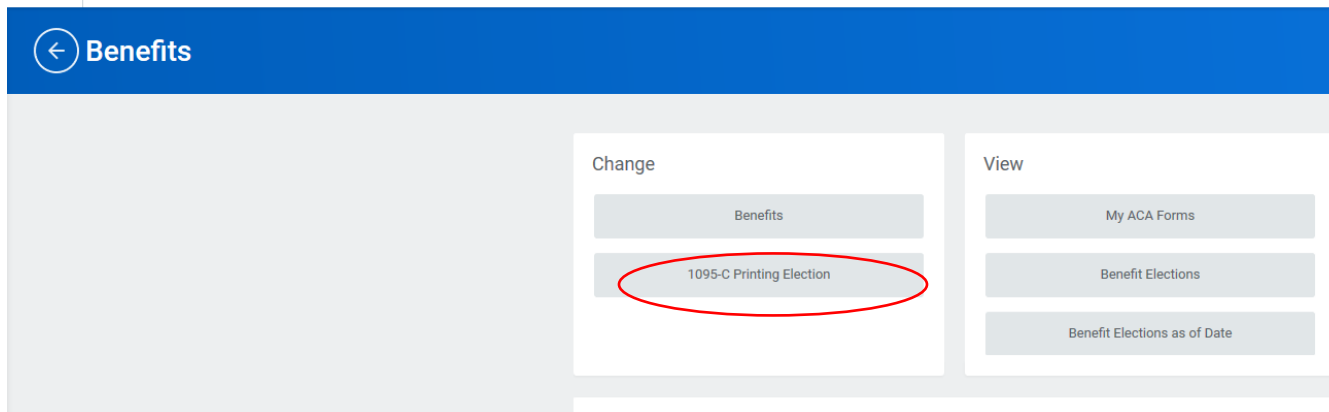
How to Change Your 1095 – C Printing Election

- Log into Workday by going to ruworks.regis.edu

- On your home page, click on the benefits Worklet



- On the benefits page, click “1095-C Printing Election”




- Your current election defaults to Both electronic and paper copies. To change your election, click “Receive electronic copy of 1095-C” then click “Ok” at the bottom of your screen.

Note: By changing your election to only electronic copy you will not receive a paper copy in the mail. You will receive separate instruction on how to retrieve your forms once they are ready.

Change 1095-C Printing Election

Worker

Current 1095-C Printing Election (empty)

New Election  *

Receive both electronic and paper copies of 1095-C

Receive electronic copy of 1095-C

Important Note : If you select the option to "Receive electronic copy of my 1095-C Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until Department will provide you with a paper copy of your 1095-C (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact

