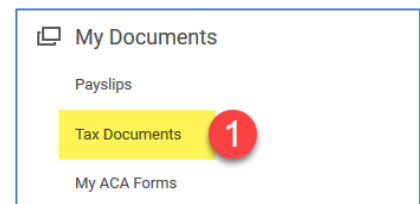
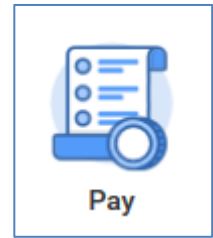


View Your W2 On-line

To access your W2 on-line, please follow these steps:

- From the Workday Homepage
- Click on the Pay icon
- In the right menu click the “Tax Documents” link under My Documents (Step 1)
- You will see a list of available W-2s
- Click the “View/Print” button for the for you need (Step 2)



Note: A link to these instructions are also included in as a link in the Pay Worklet under “How to Documents”

My Tax Documents

1 item [Grid] [List] [Print] [Refresh]

Company	Current Year End Tax Document Printing Election	Printing Election
Matrix Resources Inc.	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit 3

3 items [Grid] [List] [Print] [Refresh]

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2017	Matrix Resources Inc.	W-2	01/16/2018	View/Print		
2016	Matrix Resources Inc.	W-2	01/18/2017	View/Print		
2015	Matrix Resources Inc.	W-2	01/12/2016	View/Print 2		

Note: On this screen you are also able to “opt out” of receiving a hard copy through the mail (Step 3 above). If you opt out of receiving a paper copy W2, this setting will remain valid for all future tax years or until you revoke your consent (this process does not need to be repeated). If you do not submit your consent, MATRIX will provide you with a paper copy of your W2 although you will still be able to access the electronic version as well.