

Wrap up 2021 by completing these essential tasks ^[1]

October 29, 2021 by [Employee Services](#) ^[2]

The end of the year is approaching. Make sure your personal information and pay is accurate to ensure your year-end tax reporting forms are correct and received on time.

Complete these important tasks for a successful year-end:

- Review and update your mailing address through the [employee portal](#) ^[3] to ensure you receive your W-2 and/or 1042-S forms at the end of the tax year
- Verify your Social Security Number
- Review your paycheck every pay day
- Double check your tax withholdings with the [IRS Tax Estimator](#) ^[4] (reminder for international employees: you should not make changes to your W-4 without first consulting an [international tax specialist](#) ^[5])

Visit our [Personal Information webpage](#) ^[6] for instructions on completing these tasks in the portal.

[payroll](#) ^[7], [year end](#) ^[8], [year-end](#) ^[8], [tax](#) ^[9], [Tax Season 2022](#) ^[10]

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