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Act now: Complete these important year-end tasks [1]

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The new year is fast approaching, which means tax season is just around the corner. Before the year ends, verify that your personal information and pay is accurate now to ensure a worry-free tax season.

Take these steps to ensure a smooth start to 2025:

- Review and update your mailing address in the employee portal [3] before Dec. 15 to ensure you receive your W-2 and/or 1042-S forms.
- Verify your Social Security number.
- Review your W-4 and double check your tax withholdings with the IRS Withholding Estimator. [4]
    - Reminder for international employees: You should not make changes to your W-4 without first consulting an international tax specialist. [5]

Get started [6]

Important dates for tax season

- Jan. 1: Deductions resume if you made more than the Social Security wage base in 2024 ($160,000).
    - Note: The Social Security wage base in 2025 is $176,100.
- Jan. 31: W-2s will be mailed and available in the employee portal shortly thereafter.
- Feb. 15: If you claimed exempt on your 2024 W-2, you must update your W-4 in the employee portal by this date to claim exempt in 2025.
- March 15: 1042-S forms will be available in Sprintax and paper forms will be mailed by this date.

Update your name and demographic information

It’s important to review your demographic information and make updates, even if you think no changes occurred in the last year. New demographic options are available and may apply to you.

Check the following before year-end:

- Legal and preferred name
- Sex and/or gender identity

- Disability status
- Veteran status
- Ethnic group

See instructions [7]

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