Wrap up 2021 by completing these essential tasks

October 29, 2021 by Employee Services

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 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 (reminder for international employees: you should not make changes to your W-4 without first consulting an international tax specialist)

Visit our Personal Information webpage for instructions on completing these tasks in the portal.

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