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.