

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.

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