

Employee Year-End Verification Checklist

Please confirm your employee information below is accurate by logging into your Employee Self-Service or by reviewing your last pay stub.

Confirm the following are accurate and notify your employer of any changes:

- Employee Name (spelling of first and last name)
- Social Security Number (or TIN if applicable)*
- Street address
- City, state, and zip code
- Tax withholding for federal, state, and local taxes:
 - Marital status
 - Exemptions/additional amounts
- Banking information for direct deposit
 - Bank name, routing number & account number
- Work or personal email address (for Employee Self-Service, to view W-2 and paystubs)

*SSN or ITIN can be viewed on last year's tax documents if available. Verify with your company's payroll contact directly if needed, as these are masked on paystubs for security purposes.

Changes that need to be made:

Employee Name: _____

Employee Signature: _____ Date: _____