



Employee Year-end Verification Checklist

Important: Log into [Employee Self-Service \(ESS\)](#) or review your last pay stub to ensure your tax documents have up-to-date information.

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

- Employee Name (*accurate spelling of first and last name*)
- Social Security Number (*or ITIN if applicable*)*
- Address (*inform your employer if you need an alternate address shown on your W-2*)
- City, state, and zip code
- Tax withholding for federal, state, and local taxes
 - Marital status
 - Exemptions and/or additional amounts
- Email address (for Employee Self-Service, to view W-2 and pay stubs)

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

Changes that need to be made:

Employee Name: _____

Employee Signature: _____ Date: _____