Year-End Employee Information Verification Checklist

Please utilize this checklist to confirm your employee information below is accurate by logging into Employee Self-Service (ESS) 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

Work or Personal Email Address (for Employee Self-Service, to view W2 and paystubs)

*SSN or ITIN can be viewed on last year's tax documents if available. Verify with your 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: