

THE UNIVERSITY OF CHICAGO
OFFICE OF THE COMPTROLLER
PAYROLL DEPARTMENT

NOTICE

IS YOUR NAME AND HOME ADDRESS CORRECT?

It's almost tax time. Have you verified the Name and Home Address we have on file for you?

The Name and home address we currently have for you appears on your check stub or check advice. Please examine your most recent check or advice. If your name or the home address is incorrect, please request a change through your departmental administrator by December 05, 2008. For name changes please forward a clear photocopy of your Social Security Card to that individual. It is very important that the name the University transmits to the Social Security Administration matches their record so that you get the appropriate credit for your wages and contributions.

Form W-4 for 2009. Has your Federal tax withholding status changed during the past year?

If your status has changed for Federal tax withholding purposes, you need to submit a new IRS Form W-4, Employee's Withholding Certificate, for 2009. For example, if you married, divorced, or had a child in 2008, you may need to adjust your withholding status. In order for the new status to take effect for checks issued after December 31, 2008, a new W-4 must be received by the Payroll Department no later than Thursday, December 18, 2008. **CLEARLY** indicate the effective date by writing "EFFECTIVE JANUARY 1, 2009" in the bottom margin of the form.

If your Federal tax withholding status did not change in 2008, you are not required to submit a new W-4 form.

Your 2008 W-2 form will be mailed to your home during the week of January 19, 2009. It is important that we have your correct home address and Name on file prior to issuing the W-2 forms (Deadline date to update your Name and home address is December 5, 2008).