

YEAR END REMINDERS

As we approach the end of one year and the beginning of a new one, some important reminders may help you prepare for the tax-reporting season:

Verify Your Address for W-2 Mailing

IRS Form W-2, Wage and Tax Statement, will be mailed in late January to the mailing address of each ISU employee. The mailing address is displayed in the Personal Information folder in the Self Service section of the MyISU Portal (<http://myisu.indstate.edu/cp/home/loginf>). If the address displayed on your pay stub is incorrect or is missing, please select "Update Addresses and Phones" to correct. For questions, contact Human Resources at extension 4114. If you receive electronic notification of pay, please review your active mailing address by selecting "Update Addresses and Phones" and update as necessary.

Review Your Tax Withholding Status for 2011

You may choose to file a new Form W-4 for federal withholding or new Form WH-4 for Indiana withholding if a status change is appropriate for tax year 2011. A change in status may be appropriate due to marriage, divorce, birth or adoption of a child, or a change in the dependent status of a child. However, you may wish to consult a tax professional for assistance in determining your correct federal and state withholding status. Your current federal and state withholding status is indicated on your pay stub under the column entitled, 'W/H Status'. Those receiving electronic notification of pay can review their federal withholding status in the Employee section of the MyISU Portal (<http://myisu.indstate.edu/cp/home/loginf>).

Update Your Indiana County of Residence When Moving

Remember that your county of residence as of January 1 determines your liability for county income tax each year. If you move from one Indiana county to another, you should complete a new Form WH-4 and stipulate your new county of residence.

Federal and state withholding forms are available on the Payroll web site located at <http://www1.indstate.edu/payroll/employeeforms.htm> or you may contact the Payroll Office at extension 3533 to request new withholding forms to be sent to you.