PAYROLL INFORMATION

CHANGING YOUR ADDRESS

Since most employment-related information will be mailed or e-mailed to you using your MyUW information, it is important that you keep this information updated as changes occur.

In late January, your W-2 tax form will be mailed to you and an electronic copy will be available in Workday. Unless you opt out of having it mailed, your W-2 form will be mailed to one of the following addresses:

- Your home address unless you have a different mailing address on file.
- If you have a mailing address, your W-2 will be sent to this address and not your home address.

  Please keep your address up to date in MyUW.