

Date: November 23, 2011
To: All Employees
From: UWHRAdministration@ohr.wisc.edu
Re: Home Address Verification for W-2 Mailing

Greetings,

This message is being sent to inform you that in late January we will be mailing your hard copy W-2 tax form to the home address we have on record for you. You can verify your current address online on the My UW Portal (<http://my.wisconsin.edu/>; <http://my.wisc.edu/> for UW Madison employees). Once you've logged into the portal, look for the Personal Information box located on the Work Record tab. Your current home address is displayed here.

If this is not the address where you want your W-2 form sent, you can update your home record yourself by clicking on the Update my Personal Information link in the Personal Information box. Instructions on how to update your home address are available by clicking here: <https://uwservice.wisc.edu/help/personal-information.php>.

As stated above, a hard copy W-2 tax form will be sent to your home address. An electronic copy of the form will also be available in the My UW Portal.

If you have trouble accessing the My UW Portal, please contact the Payroll Office for your institution.