



Year End Tax Documentation (W-2) Delivery Options

For quickest access to your W-2 in the coming weeks, consider choosing the electronic delivery option in HCM.

Review the [Updating Payroll W-2 Delivery Preferences Quick Reference Guide](#) to choose your option of an electronic or paper delivery method. Please note that you must be an active employee to receive an electronic W-2.

For assistance with direct deposit information, contact payroll1@uwyo.edu.

Address Changes

If you choose a paper delivery option for your W-2 you may need to update your HOME address.

To review and update your address, access Personal Information under My Profile in HCM. Consult the [Updating Personal Information: Contact Info Quick Reference Guide](#) for full details.

In addition to the quick reference guide for address changes, we would like to make a few requests:

1. Remember to choose if you'd like the home or mailing address to be your primary address. Mail delivery is sent to your primary address only.
2. Do not delete any of the addresses, even if you perceive a duplicate home and mailing address. You should have one each for home, mailing, residential tax, and work address.
3. Do not change the residential tax address to your home address. This address is the university address or campus location, and is used by our Payroll office for tax purposes.
4. When updating the state use the two-digit abbreviation and all upper case letters, instead of spelling out the full name. For example use WY instead of WYOMING.
5. If you receive a vertex error your county code may not have been entered correctly.
6. If any of your contact information changes in the future, please remember to make updates in HCM immediately.

Thank you for a quick response to these actions.