

# PAYROLL INFORMATION

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## CHANGING YOUR ADDRESS

All students are expected to activate their free MyUW NetID and official UW e-mail account on the [MyUW](#) portal. Since most employment-related information will be mailed or e-mailed to you using the portal information, it is important that you keep this information updated as changes occur. Your earnings statements and annual W-2 or 1042-S form will be available in the portal.

In late January, your W-2 tax form will be mailed to you and an electronic copy will be available in MyUW portal. 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.

### To Review your Addresses:

1. Log in to MyUW portal and click on the 'Personal Information' widget.
2. Click the 'Update my Personal Information' link.

### Update your Home Address:

1. Your home address will appear in the 'Addresses' tab. To change your address, click on the address you want to change. This will open the address details where you will be able to edit the address information.

### Update or Add Your Mailing Address:

1. If you have a mailing address on file it will appear in the 'Addresses' tab.
2. If this is not the address you prefer, follow the same instructions for how to change your home address.
3. To change an existing mailing address: select the 'edit' tab next to the mailing line.
4. To add a new mailing address: select 'Add Mailing Address' under the mailing address section.

While on the Personal Information page you can also review your email addresses and other important contact information.