



This message does not apply to ACV employees

ALL EMPLOYEES

WHAT TO DO NOW

Please review and update any personal information in [Workday](#) to guarantee that all important notices and updates are distributed correctly

- Validate that the correct home address is listed in your Workday account
 - All changes must be entered by December 28, 2021
 - The listed home address on file will be used to process W-2 forms, benefits, etc.
- Confirm that your work location address is accurate in Workday
 - If incorrect, please contact your HR partner immediately for next steps
- Christmas Eve, December 24th, and New Year's Eve, December 31st, will remain pay dates
 - It is recommended that you enroll in direct deposit or the Wisely pay card if you receive paper checks as holidays may be observed at local offices

W-2's & TAXES

WHAT TO KNOW

Register [on ADP's website](#) to access your 2021 W-2 online and locate any previous years as needed

- Turn off the physical mailing of a W-2 if you prefer online copies
 - Opting out of paper W-2's provides the most secure method of W-2 distribution, saves paper, and saves costs
- You may receive multiple W-2's if you worked for multiple Republic Services, Inc (RSI) in 2021
- It is recommended to use your W-2 rather than last pay stub for tax returns
 - The Payroll department works hard to include all taxable income on your last pay statement; however, there are instances in which we receive information after final payment is made
 - We encourage you to consult your tax advisor if you have any questions about reporting income for tax purposes



W-4 GENERAL INFO

WHAT TO REVIEW

- Review your W-4 elections each year, especially if you have claimed exempt status
- If you claimed exempt in 2021, you must submit a new W-4 by **February 15, 2022**
 - If you do not submit a new W-4 by the deadline, your exempt election will expire, and withholding will reset to Single and the maximum withholding per the IRS withholding tables by the end of February 2021

STATE TAX – GENERAL INFO

WHAT TO KNOW

- Employees that reside in a different state than they work
 - Some states require that you withhold from your worked state and your resident state (e.g., Kansas residents who work in Missouri)
 - This will be reflected on your W-2s in boxes 16 and 17 (separate states are on separate W-2s)
 - You can review these taxes on your pay stubs in order to plan your tax filing next year
 - For most states, state unemployment tax (SUTA) is paid by the employer
 - Alaska, New Jersey, and Pennsylvania withhold unemployment insurance tax from employees' wages., Republic Services will begin deducting this tax from employees where required