



Sustainability in Action

Applies only to U.S.-based employees

All Employees

WHAT TO DO NOW

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

- Validate your home and work address in [Workday](#).
 - All changes must be entered by **December 20, 2024**
 - The home address on file, in Workday, will be used to process your 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.

W-2s & Taxes

WHAT TO KNOW

Register on ADP's website to access your 2024 W-2 online and locate any previous years as needed. [ADP Registration Instructions](#)

- If you prefer to receive your W-2s electronically, turn off the physical mailing of your W-2s.
 - Opting out of paper W-2's provides the most secure method of W-2 distribution, saves paper, and time.
- You may receive multiple W-2's if you worked for multiple Republic Services, Inc in 2024.
- 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

W4 General Information

WHAT TO REVIEW

- Review your W-4 elections each year, especially if you have claimed exempt status
- If you claimed exempt in 2024, you must submit a new W-4 between **January 1, 2025, and February 17, 2025**
- If you do not submit a new W-4 by the deadline, your exempt election will expire, and withholding will reset to the default withholding per the IRS withholding tables by the end of February 2025.



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- This online tool guides users through the process of checking their withholding to help determine the right amount to withhold for their personal situation.
<https://www.irs.gov/individuals/tax-withholding-estimator>

State Tax General

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 to plan your tax filing next year.