

December 12, 2024

Can you below 2024 is almost over! Now is the time to review your employee profile and tax information within **Paychex Flex**.

Log in to **Paychex Flex** today and confirm that the following are correct:

-Full Name

-Social Security Number

-Home Address

-Telephone Number

-Email address

-Review W-4 tax information for state and federal withholdings

By making sure these items are correct now, you can avoid any delay in receiving your W-2. If you do not have access to be able to update your information in Paychex Flex, please give the Accounting Department a call to have access granted to you, or request they update the mailing address we have on file, on your behalf. If you have forgotten your password, click on the question mark in the bottom right corner for assistance in getting into your account.

In the event your W-2 is returned to us, we will contact you to verify the address and make another attempt at mailing it. If your Social Security Number is incorrect, we will need to make corrections that will further delay delivery of your W-2 by up to 4-6 weeks.

Please let us know if you have any questions or concerns.



Atalie Simpson

Accountant

Employee Year-End Checklist

Log into Paychex Flex® today!

2024

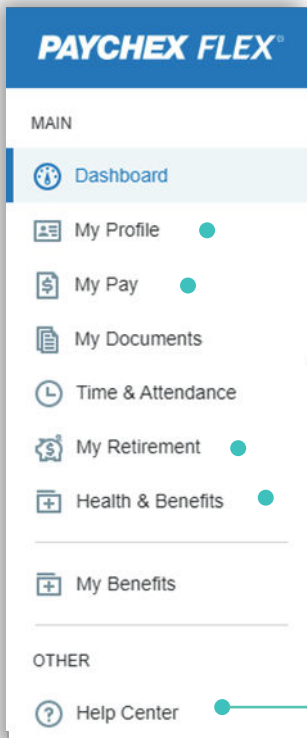


Scan code to login, create a new account or download the Paychex Flex app



Paychex Flex gives you one intuitive dashboard to complete this year-end checklist and provides 24/7 access to other important information and functions you care about the most. Refer to this [Employee Year-End Checklist Job Aid](#) to help guide you through the checklist.

To [get started](#) log into Paychex Flex at www.paychexflex.com.



Chat

Update Personal Information

Confirm that all personal information is accurate:

- Name (can add a profile picture)
- Address
- Email
- Phone Number
- Emergency Contacts
- Verify Social Security Number
- Account password and security settings

Verify Pay Information

Verify state and federal withholdings are correct.

Verify pay deductions are accurate.

Confirm and Review Benefits*

Confirm retirement plan eligibility and beneficiary information is current.

Confirm health benefits.

Confirm fringe benefits.

Review PTO, vacation and sick time balances.

If you have an FSA, confirm the carryover date/grace period of 2024 balances.

Review Career Development*

Make sure you are on track to meet any professional or performance goals set in 2024.

Need additional Paychex Flex support?

- Access the Help Center
- Use the Chat feature
- Click this [support link](#).

***Please note:** Available features and benefits on your Paychex Flex dashboard may vary based on the Paychex services your employer is utilizing.

This publication is designed to provide accurate information as of Sept. 30th 2024, about the subject matter covered. It is furnished with the understanding that Paychex, Inc. is not engaged in rendering legal, accounting, financial, or other professional advice. If legal advice or other expert advice is required, the service of a competent professional should be sought.

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