

## Autumn check-up



2009 is winding down. With only a few paydays remaining in the year, this is a good time to assess your personal tax situation. A little effort now could help you avoid surprises when you file your tax return next year.

**If you have married, divorced, had a baby, bought a home or had a significant change in income this year**, you should review your tax withholding. The IRS offers a withholding calculator that helps you decide if you are having too much or too little federal tax withheld - [IRS Tax Calculator](#). If you need to adjust your withholding, you can update your W-4 online through Employee Self Service. Other helpful publications are also available online at [www.irs.gov](http://www.irs.gov).

**Did you move this year?** If so, did you remember to update your home address in PeopleSoft? W-2 statements are mailed to the address on file at the time the forms are printed. Address changes can be made online through Employee Self Service. Your home address is also important for Benefits coverage and mailings.

REMINDER - Your home address cannot be your work address.

This is also a great time to sign up for Direct Deposit. You can designate amounts for your college student's account, your holiday savings account, your personal savings account and your checking account, or any combination. You can set up or change Direct Deposit information online through Employee Self Service. **Go green with Direct Deposit!**



[Employee Self Service](#) allows employees with an active UTHSC-H user ID and password to view and update personal information such as home address, W-4, direct deposit and more. It is accessible from any computer that has Internet access. Look for the "Employee Self Service" icon at the top of the UTHSC-H home page.

Self Service [online training](#) is available:

- Log in to the [Training and Resource Center](#)
- Click 'Training Center' on the left
- Click on 'Course Catalog'
- Type 'Self Service' in the 'Keywords' search box.

For more information, contact [Payroll@uth.tmc.edu](mailto:Payroll@uth.tmc.edu).