

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION

MEMORANDUM

DATE: December 1, 2020
TO: Research Foundation Employees
FROM: John Taylor, Associate Director
Human Resources & Payroll Services
SUBJECT: Year End Information and 2021 Wage Bases & Tax Rates

***** Your 2020 W-2 will be mailed to your address on file no later than January 31, 2021.**

Social Security Information

Please verify your name and address on your most recent pay stub. Also, please compare your name on your pay stub with your name on your current Social Security card. The two names must match exactly. If your name has recently changed, we will continue using your old name until you complete a "Name Change Form" and provide sufficient proof. Using a new name without updating Social Security Administration's (SSA) records may prevent the correct posting of your Medicare earnings. You may contact the SSA at (800) 772-1213 or www.ssa.gov for Form SS-

Form W-4, *Employee's Withholding Allowance Certificate, (Federal Income Taxes)*

Now is the time to perform an annual review of your tax withholding situation to avoid having too much little withheld from your paycheck.

Effective January 1, 2020 the Withholding Allowance Certificate (Form W-4) was redesigned. You are no longer able to claim personal exemptions or dependency exemptions and withholding allowances are no longer claimed. The new form is divided into five (5) steps. Your withholdings can

Policy for Duplicate Form W-2 Requests

To request a duplicate copy of Form W-2 or to forward the original Form W-2 to a new address, please complete a