

# NEW JERSEY TRANSIT

## Office of the Director of Taxes and Payroll Accounting

December 1, 2008

To All Employees:

Please be advised that you are required to file an amended W-4 form if your filing status, exemption allowances, or exempt status has changed since the last filing of your W-4 form. Blank W-4 forms are available from the @Transit web site ([http://attransit/eforms/pay\\_W4.pdf](http://attransit/eforms/pay_W4.pdf), the IRS web site (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>),) or at the Payroll Accounting offices in Maplewood (Room 280). Forms W-4 should be mailed to the following Payroll Staff:

**RAIL PAYROLL – L. Bennett, Room 280, GOB**  
**BUS/HQ PAYROLLS – J. Baynard, Rm 280, GOB**

Wage and Tax statements for 2008 (Forms W-2) will be mailed on or before January 31, 2009. In preparation for year-end processing of W-2 forms, we suggest that you verify your **Name** and **Address** as they are printed on your Payroll check or deposit advice.

If your Name or Address changed, please fill out the "Personal Information Change Form" located on the @ Transit web site ([http://attransit/eforms/pay\\_personal\\_info\\_change\\_form.PDF](http://attransit/eforms/pay_personal_info_change_form.PDF)) or from the HR offices in Newark, or the Payroll Accounting or HR Offices in Maplewood. Name changes must be accompanied by legal documentation and an updated Social Security card. Upon completion, please return the form to: HRIS, Maplewood.

**PLEASE NOTE: ALL 2008 W-2 FORMS WILL BE  
MAILED TO THE ADDRESS ON YOUR  
PAYCHECK**