



PAYROLL NOTICE “PLEASE POST”

December 1, 2021

NOTICE TO ALL EMPLOYEES:

Form W4 Information

If your filing status, allowances, or exempt status has changed since your last filing of Form W-4, please file an amended Form W-4 as soon as possible.

PLEASE NOTE:

If your filing status is “EXEMPT”, you **MUST** submit a new Form W-4 to Room 280, GOB by February 15, 2022 or your filing status will be changed to **Single**.

Blank W-4 Forms are available from:

- @Transit website, [atransit/eforms/pay_W4.pdf](https://atransit.com/eforms/pay_W4.pdf)
- IRS web site, <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Payroll Taxes & Accounting offices in Maplewood (Room 280)

Completed Forms W-4 should be forwarded to:

Mail to: Room 280, GOB

Fax to: 973 378-6645

Scan/email to: Rail Payroll taxes:

Tammy Davis-Brooks, Email: tdavis-brooks@njtransit.com
Phone: 973 378-6528

Non-Rail Payroll taxes:

Henry Joseph, Email: HJoseph@njtransit.com
Phone: 973 378-6491

Form W2 and Form 1095C Information

Wage and Tax Statements for 2021 (Forms W-2) will be mailed to the address on your paycheck on or before January 31, 2022 and Employer-Provided Health Insurance Offer and Coverage for 2021 (Form 1095C) will be mailed on or before the required date provided per IRS regulations. **Please verify the name and address on your paycheck.** If a correction is required, please submit a Personal Information Change Form to HRIS, Room 208 at GOB Maplewood or email at HRISStaff@NJTransit.com, immediately.

Blank Personal Information Change Forms are available from the @Transit web site: attransit/eforms/pay_personal_info_change_form.pdf