



PAYROLL NOTICE

“PLEASE POST”

December 1, 2024

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, 2025, or your filing status will be changed to Single.

Blank W-4 Forms are available from:

- @Transit website, [attransit/eforms/payroll/Federal W-4](https://attransit.com/eforms/payroll/Federal%20W-4)
- 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:

Anita Wenzel, Email: awenzel@njtransit.com
Phone: 973 378-6145

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 2024 (Forms W-2) will be mailed to the address on your paycheck on or before January 31, 2025, and Employer-Provided Health Insurance Offer and Coverage for 2024 (Form 1095C) will be mailed on or before the required date provided per IRS regulations. Form 1095C questions should be directed to the Benefits Dept., 973-378-6142, or Benefits@NJTransit.com.

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/human resources/personal information change form](https://attransit.com/eforms/human%20resources/personal%20information%20change%20form)