

YEAR END TAX PLANNING

➤ Verify your mailing address in Payline

Click on payline.doa.virginia.gov to ensure W2's are mailed to your correct address.

If your address needs to be updated, you can make the change in [Payline](#) using the following steps:

1. Main Menu
2. Employee Profile Data
3. Request Profile Change
4. Make address change.
5. Click accept to submit changes.

➤ Access your paycheck information

- You can access your paycheck information in [Payline](#).

➤ W-2 availability

- Mailing will be postmarked no later than 1/31/19.
- Online Payline access will be available no later than 2/4/19.

For further information regarding your W2 contact Human Resources at 757-825-2728 or hr@tncc.edu.



Experts recommend filing your tax return early as a method to protect yourself from identity theft.