

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 - IV c - Jtl (2-7-10) - 10-11-17-10-19-2020-16 (1) - Q-1-2021  
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 the name on your Social Security card. If you find any differences, please contact the SSA at (800) 772-1213 or [www.ssa.gov](http://www.ssa.gov) to prevent the correct posting of your Medicare earnings. You may contact the SSA at (800) 772-1213 or [www.ssa.gov](http://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 allowed. 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