



MEMORANDUM

TO: CCNY Employees
FROM: Office of Payroll Services
RE: Change of Address & 2022 W-2 Tax Statement Season Updates
DATE: October 14, 2022

With the end of the year fast approaching we will soon be entering W-2 tax statement season. The Office of Payroll Services would like to remind you to check your home address on your most recent paper check or paystub to confirm that your address is correct. If the address is correct, there is no need for any action. If the address is incorrect, please update your home address by logging into CUNYfirst by December 8, 2022. This will ensure the 2022 W-2 tax statements are mailed to your correct home address. Please see the see below for instructions on updating your home address in CUNYfirst.

CUNYfirst: Employees- How to Change and Update Your Address

- Log into [CUNYfirst](#) - After logging in, select the following:
- Select **CUNYfirst Home** from the top center menu.
- From the top center drop down menu select **Employee Self Service**
- Select **Personal Details**
- Select **Addresses**
- Click on address, and a pop-up box will appear
- Edit address to your current address and save.

Thank you.