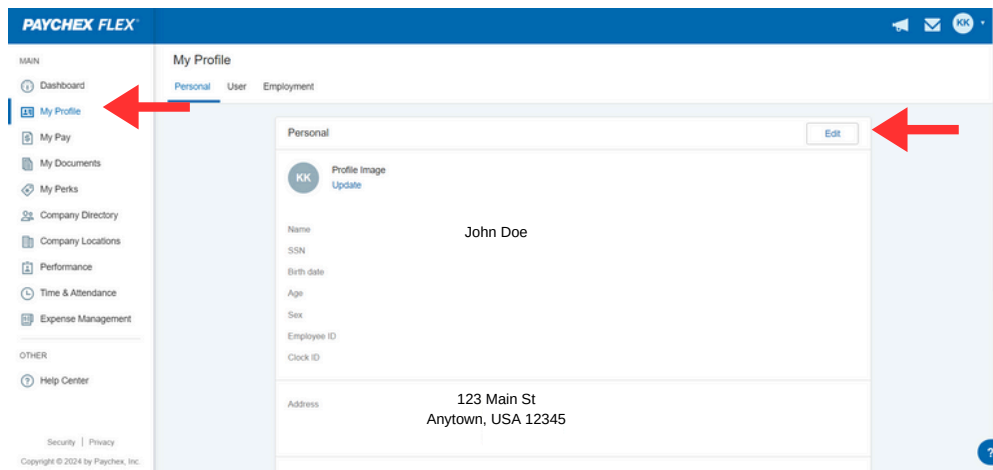# Verify Your Information in Paychex Flex

Ensure any mailed correspondence or paychecks are delivered to the correct address.

1. Follow these simple steps:
2. Login to the Paychex Flex app.
3. Select "My Profile" from the left menu.
4. Under the "Personal" tab, select "Edit."
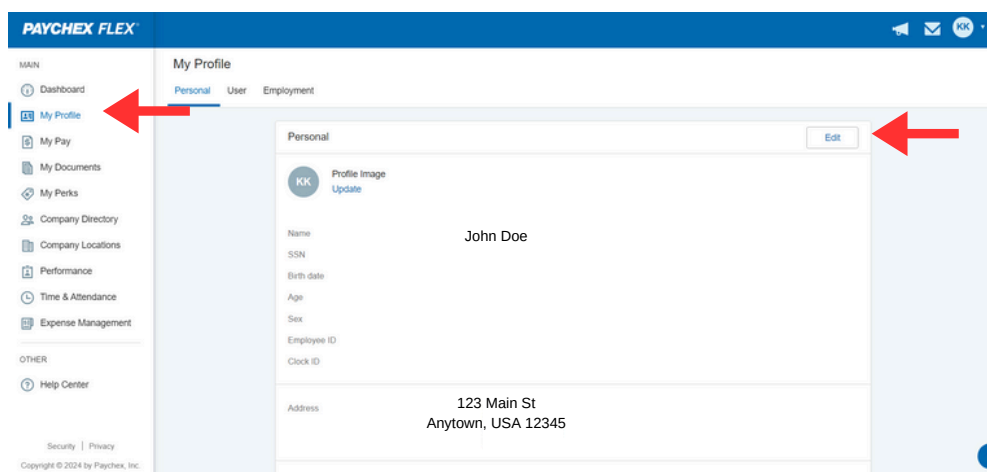5. Update your address to your current one.

Why This Matters:

Verifying your personal and direct deposit information guarantees that you receive your paychecks and important company mail without any issues.

Verify Your Information in Paychex Flex

Verify your Direct Deposit Information

Make sure your paychecks are deposited to the correct account. Here's how:

1. Login to the Paychex Flex app.
2. Select "My Pay"from the left menu.
3. Select the "Direct Deposit" tab.
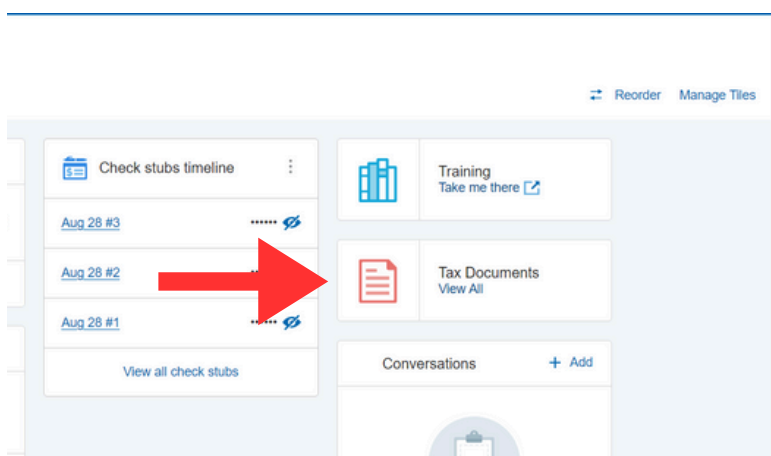4. Update your direct deposit information to ensure it's accurate.

Why This Matters:
Verifying your personal and direct deposit information guarantees that you receive your paychecks and important company mail without any issues.

Verify Your Information in Paychex Flex

Enroll in Electronic W-2

Get your W-2s faster and securely by opting for electronic delivery. No more waiting for mailed copies, and you can access them anytime, anywhere.

1. Login to the Paychex Flex app.
2. Select "My Pay" from the left menu.
3. Click on the "Tax Documents" tab.
4. Select "Enroll in Electronic W-2s."
5. Follow the on-screen instructions to confirm your enrollment.

Why This Matters:

Enrolling ensures you receive your W-2 electronically, allowing you to quickly access your tax information when needed