



PUTTING YOUR *Paycheck* TO WORK

FEDERAL RESERVE BANK OF KANSAS CITY

FACT SHEET 6

MANAGING YOUR PAYCHECK - TEN ACTIONS TO GET MORE FROM YOUR PAYCHECK

- 1.** Use an online W-4 calculator to determine the impact of your adjustments on your net pay. You can use one available from the IRS at www.irs.gov, or search for “W-4 calculator” to find other options.
- 2.** Review your W-4 after major life changes, such as marriage, divorce, birth of a child, or adoption.
- 3.** Identify federal, state and local benefits and services you may be eligible for by going to www.benefits.gov or calling 211. Depending on your family income and other factors, you may be eligible for tax preparation assistance, earned income credit, health care coverage and other services.
- 4.** Check with your employer about benefits offered, such as retirement programs, medical insurance and tuition reimbursement.
- 5.** Contribute to an employer-sponsored retirement savings plan – especially if your employer offers to match part of your savings. A contribution may make only a small difference in your net pay because of its effect on your tax withholdings.
- 6.** Use direct deposit to receive your pay. This can reduce your cost of cashing checks, save you time and increase the safety of your pay. Your employer may be able to help you find a bank or credit union to open an account if you do not have one.
- 7.** Check your paystub to make sure your pay is correct. Contact your employer if you have any questions about the recorded hours worked, gross pay, withholdings and deductions, net pay or other issues with your paycheck.
- 8.** Keep your paystubs throughout the year to make sure that your W-2, the annual statement of your wages used for tax filing, is correct.
- 9.** Consider using free tax preparation services. You are most likely eligible if you make less than \$56,000 per year. Free tax preparation sites are listed on the IRS’s website at <http://irs.treasury.gov/freetaxprep>. You may also call 211.
- 10.** Inform your employer if your address changes. Your employer may send you important tax forms by mail that could be delayed or lost if your address is incorrect. Your change of address may also affect the state and local tax withholdings you are required to make.

VISIT [HTTP://PAYCHECK.KCFED.ORG](http://PAYCHECK.KCFED.ORG)

for additional information and resources about understanding and managing your paycheck. This publication presents general information of interest to the public. It is not intended to provide specific advice or recommendations. *Fact sheets in the series "Putting Your Paycheck to Work" include:*

- *Understanding Your Paycheck*
- *Managing Your Paycheck – Withholdings*
- *Managing Your Paycheck – Deductions*
- *Getting Your Paycheck: Direct Deposit, Check or Payroll Card*
- *Expanding Your Paycheck: Benefits and Services to Consider*
- *Ten Actions to Get More from Your Paycheck*

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