

Help Guide: Updating Your Address for Tax Form Purposes

It is important that the university have accurate address information when issuing W-2 and 1095-C forms to its employees. Employees must update their address information in Flashline, which then loads to Banner.

The address that Banner picks up is the address to which the employee's tax forms will be mailed if they do not consent to receiving their forms electronically, through Flashline.

For W-2 purposes, Banner picks up addresses in the following order of preference:

1. Local
2. Permanent
3. Billing

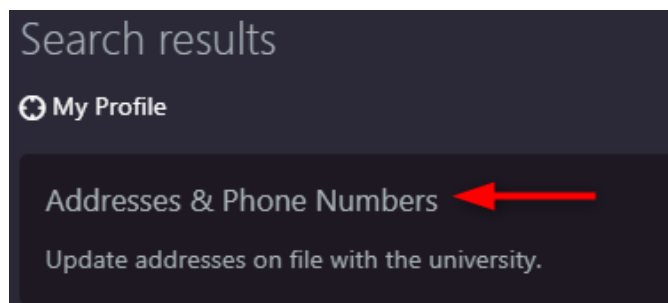
That is, if an employee does not have an active local address on file, the system will use their active permanent address. If an employee has neither an active local or permanent address on file, the system will use their billing address. For this reason, students (especially international students) should ensure that their local addresses are up-to-date.)

To view your addresses in Flashline:

1. Login to Flashline (<https://flashline.kent.edu>)
2. Type **address** in the search box and hit Enter



3. Click **Addresses & Phone Numbers**



4. You will be taken to a screen where you can view your addresses and phone numbers. Click **Update Addresses and Phones** if you would like to inactivate an address or provide a new address.

You must have at least one current Local, Permanent or Billing address for a W2 to process.

