



2021 YEAR END NOTICE TO COLLEAGUES

Are You Tax Ready?

To help you prepare for and ensure timely and accurate delivery of year-end tax documents from Macy's, Inc., be sure to review and update your personal information on MyHR, available through My IN-SITE on www.employeeconnection.net, before Dec. 21, 2021:

1. Personal Information – Contact Info: home address, mailing address, telephone number(s) and email address(es)
2. Benefits – Your Profile – Dependent Summary: accurate Social Security Numbers for each of your dependents enrolled in medical coverage. (if applicable)

NEW: EY TaxChat™

We are pleased to offer all colleagues EY TaxChat™, an on-demand, user-friendly mobile service that pairs you with a licensed tax preparer who will file your taxes for you at a discounted rate. EY TaxChat™ doesn't require an appointment or an office visit. [Click here](#) for more details.

Electronic W-2 Enrollment and Mailing of Paper W-2s

If you haven't already, **GO GREEN** and enroll today to get your W-2 electronically and sooner than mail delivery! Accessing your W-2 online with W-2 Management is easier than ever with Single Sign On (SSO) access through My IN-SITE. To enroll in online W-2 or access your current year W-2 (without re-entering a username and password!), log into My IN-SITE, select My Policies & Resources, select W2 Online to go to the W-2 Management Homepage. If you are not enrolled online, paper W-2's will be placed in the mail to your home address by Jan. 31, 2022.

Form W-4 (Please check with your tax consultant for personal tax advice)

Change in Personal or Financial Situation: If your personal or financial situation changed in 2021 or will change in 2022, you can complete a new Form W-4, to adjust your federal income tax withholding, by logging into My IN-SITE then clicking on MyHR. Further instructions are available in ASKHR Knowledge: Quick Reference: MyHR Updating Tax Withholding.

Exempt Status: If you are claiming exemption from federal income tax withholding on your Form W-4 during 2021, the form expires on Jan. 1, 2022. You have a grace period until Feb. 15, 2022, to submit a new Form W-4 to continue claiming exemption. To claim exempt Federal income tax withholding in 2022, you will need to get the 2022 IRS Form W-4 at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. You will need to submit the new paper form to your People Leader, HRBP, or AST/HRA who will submit the change for you in AskHR. The change in your Federal tax withholding status back to exempt will become effective upon our receipt of your 2022 IRS Form W-4. If an updated Form W-4 is not received between Jan. 1 and Feb. 15, 2022, IRS regulations require payroll to change your filing status to "single" until a new Form W-4 is received.

Earned Income Credit (EIC)

Based upon your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the federal government. The earned income tax credit is a refundable federal income tax credit for low-income working individuals and families. For more information regarding your eligibility to receive the EIC or how to obtain the IRS notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

If you live in MD, additional information is available in the eMAG. If you live in CA or OR, more information is available at CA: www.ftb.ca.gov; OR: www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx

**Social Security Card and Payroll Name Match**

The name on your Social Security Card and your Form W-2 must match in the following manner: first name, middle initial, last name. If you are currently using a name that does not match your social security card due to marriage, divorce, citizenship change or for any other reason, you will need to obtain a new card with your correct name from the Social Security Administration. Complete Form SS-5 available at www.socialsecurity.gov. To correct your name or social security number on your payroll record, please contact your AST or HR representative.

Tax Filing and Your Health Savings Account (HSA)

If you are enrolled in a Company-sponsored high-deductible medical option with a Health Savings Account (HSA), HSA Bank will send you a year-end summary, a 5498-SA form of your contributions and a 1099-SA if you made any withdrawals from your HSA during the calendar year. More information is available in IRS Publication 969 on the IRS website.

Form 1095-C

The Company will provide a Form 1095-C to all individuals who were (1) employed by the Company and (2) eligible for or enrolled in medical coverage in any month during the 2021 calendar year. This form will be needed for reporting benefits information on your 2020 tax returns and will be mailed by Jan. 31, 2022.