



March 20, 2023

Mitchell Wayne  
13201 S Wakial Loop, Apt 1035  
Phoenix AZ 85044-5024

Re: TriNet Services Ending March 20, 2023

EMPLID: 00010539377

Client ID: 9X3O

Dear Mitchell,

You are receiving this letter because, effective March 20, 2023, the relationship between you and TriNet has been terminated for one or more of the following reasons:

- The service agreement between TriNet and your worksite employer, Shared Services Center LLC, has been terminated.
- You are no longer an employee of Shared Services Center LLC.

Any questions you may have about your employment relationship should be addressed with your worksite employer.

**Action Required:** To ensure that you continue to receive important tax-related and benefit communications from TriNet, log in to TriNet (login.TriNet.com) then navigate to Profile > Edit and confirm your email and mailing addresses. **Please be sure you have provided a personal email address.** Without a valid personal email address on file, we will not be able to notify you about your Form W-2 availability.

You have the option to receive your Form W-2 by mail or electronically. To review and update your Form W-2 delivery settings, log in to TriNet (login.TriNet.com) then navigate to Settings > Preferences > W2 Paperless Delivery.

Carefully read the information below, as it contains important deadlines as well as choices that may be available to you:

**Access to the TriNet Platform:** Your access to TriNet (login.TriNet.com) will remain active for certain purposes, including making updates to your contact information and viewing your past earnings statements, Form W-2s and benefit materials. Your login credentials will remain the same.

Important notices will be posted here. For example, a Form W-2 will be posted in January with all earnings that TriNet processed for you in the previous calendar year. Certain states also require notices related to the availability of unemployment benefits be provided to you. You can download or view these unemployment benefits documents on TriNet (login.TriNet.com) by navigating to Forms and Policies > State Unemployment Forms. To have a copy of a state-required unemployment notice mailed to you, please contact us at 800.638.0461.

**COBRA:** If you were enrolled in a TriNet-sponsored group health plan at the time your relationship with TriNet terminated, your health benefits coverage will end in accordance with the TriNet Benefits Guidebook and Summary Plan Description (SPD). If you are eligible for COBRA continuation coverage, you will receive a notice of your COBRA rights and a COBRA election form. These will be your only communications regarding COBRA coverage and deadlines, so please read them carefully and promptly. To enroll in COBRA, you must return the COBRA election form and submit payment prior to the deadlines included in the notice.

COBRA coverage may not be affordable for everyone. Alternative options may be available, such as short-term medical coverage, telemedicine discount programs and coverage through the Health Insurance Marketplace.

For more information, visit:

- Pivot Health: <https://trinet.pivothealth.com> or call 763.645.0171.
- Telemedicine: <https://info.newbenefits.com/trinet> or call 877.240.3850.
- Health Insurance Marketplace: [www.HealthCare.gov](http://www.HealthCare.gov) or call 800.318.2596 (TTY:855.889.4325).

**Life Insurance Coverage:** If you were enrolled in basic or supplemental life insurance coverage, you will receive either a Notice of Conversion letter or an Election of Portable Coverage form from MetLife Transition Solutions with instructions on how to continue or convert or port your life insurance coverage to an individual policy. If you have any questions about your conversion or portability options, please refer to your MetLife packet for detailed information or call 877.275.6387. MetLife must receive your completed conversion or portability application form **within 31 days** of the date on the notice. You are responsible for meeting this deadline if you wish to continue your policy.

**Flexible Spending Accounts (FSAs):** If you were participating in a health care FSA at the time your relationship with TriNet terminated, you may incur eligible expenses in accordance with the TriNet Benefits Guidebook and SPD. If you are eligible for health care FSA coverage through COBRA, you will receive a notice of your COBRA rights and a COBRA election form.

The deadline for filing reimbursement claims (for timely incurred expenses) for health care and dependent care FSAs is the end of the fourth month after the benefits plan year ends. FSA debit cards will be deactivated as of your employment termination date. You will have to pay for expenses out of pocket and submit a request for reimbursement for any eligible expenses. For more information, please refer to the Benefits Guidebook posted on TriNet ([login.TriNet.com](http://login.TriNet.com)).

For additional information or if you have questions about TriNet services, contact Connect 360:

- **Chat:** Log in to TriNet ([login.TriNet.com](http://login.TriNet.com)) and click Contact TriNet > Live Chat, available 24/7\*
- **Phone:** Call 800.638.0461, Monday through Friday 6 a.m.–midnight ET (3 a.m.–9 p.m. PT)\*
- **Email:** [employees@TriNet.com](mailto:employees@TriNet.com)

\*TriNet is closed on select U.S. holidays

Thank you for the opportunity to assist you. We wish you the best.

Regards,

TriNet

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