



January 14, 2021

Dear Employees:

In preparation for the timely distribution of **2020 W-2 Wage and Tax Statements**, we are asking that all employees please review their mailing address in **Paylocity**. If your address is accurate, **there is no action needed. To verify your address:**

Log on to **[Paylocity.com](https://www.paylocity.com)** and select the **Self-Service Portal**

- Go to the **Tasks to Complete** section and click on the **Demographics** icon to make necessary changes to your address and/or phone numbers
- **Do not use the Additional Address field**
- Click the **save button** to complete

Your **W-2 Wage and Tax Statement** will also be available for **viewing electronically and downloading** in PDF format by logging into your employee portal on **Paylocity**. The **benefits** of receiving your W-2 Wage and Tax Statement electronically include:

- **Access** is available online **24 hours a day, 365 days a year** at the same secure website where you access your wage and direct deposit information
- You can **print multiple copies** at your convenience

We will send a **separate communication** when W-2 Wage and Tax Statements have been **mailed** and are **available for viewing** in **Paylocity**. If you have any questions, please contact our Human Resources team and we thank you for your support.

**Regards,**

**Bernice Gonzalez, SPHR**  
Managing Director, Human Resources