



December 13, 2024

Paul Gutierrez  
544 Summit Drive  
Santa Cruz CA 95060

Re: TriNet Services Ending December 30, 2024

EMPLID: 00010101411

Client ID: 9W7E

Dear Paul,

You are receiving this letter because, effective December 30, 2024, 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, Proof, LLC, has been terminated.
- You are no longer an employee of Proof, 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 TriNet-sponsored benefit (if applicable) communications from TriNet, log in to TriNet ([login.TriNet.com](https://login.TriNet.com)) > click the circle with your initials in the top right > My Profile > View /Edit Profile.

- To update your home address, if needed: Click Edit under the Personal Info section > review/edit Home Address section > click Save.
- To update your personal email address, if needed: Click Edit under the Work Info section > Contact section > click +Add Email Address or review/edit existing home email address > click Save.

**Important:** 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](https://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](https://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 TriNet-sponsored benefit materials (if applicable). 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. To obtain the state unemployment notice(s) that pertain to your work location, please contact your worksite employer. As a courtesy, TriNet makes certain state unemployment notices available to you in TriNet ([login.TriNet.com](https://login.TriNet.com)) > Forms and Policies > Forms > select the All or HR folder > State Unemployment Notices for Worksite Employees.

**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 (the Benefits Guidebook). If you are eligible for COBRA continuation coverage, you will be mailed the COBRA Continuation Coverage Election Notice and COBRA Election Form via USPS to the home address on file and you will receive an email notifying you that both are also available on the TriNet platform. 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.pivotohealth.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 TriNet-sponsored 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 TriNet-sponsored health care FSA at the time your relationship with TriNet terminated, you may incur eligible expenses in accordance with the Benefits Guidebook. If you are eligible for health care FSA continuation coverage through COBRA, you will receive a COBRA Continuation Coverage Election Notice and a COBRA Election Form.

The deadline for filing reimbursement claims (for timely incurred expenses) for health care and dependent day 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)).

If you have any questions, log in to TriNet ([login.TriNet.com](http://login.TriNet.com)) and click Contact TriNet.\*

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

Regards,

TriNet

\*If you are unable to log in, watch this short video or go to TriNet ([login.TriNet.com](http://login.TriNet.com)) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.

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This communication is for informational purposes only, is not legal, tax or accounting advice, and is not an offer to sell, buy or procure insurance. TriNet is the single-employer sponsor of all its benefit plans, which does not include voluntary benefits that are not ERISA-covered group health insurance plans and enrollment is voluntary. Official plan documents always control and TriNet reserves the right to amend the benefit plans or change the offerings and deadlines.

W-20OCT-121 (Revised August 2023)