

Important Information Regarding Your 2018 W2 Processing

PLEASE READ CAREFULLY

Attention: Management

The end of the 2018 calendar year is rapidly approaching and the W-2 process is being finalized.

Original W-2's for 2018 will be mailed by January 31, 2019.

- Active employees will be sent via Fed Ex directly to the store as one store bundle.
- Terminated or inactive employees will be mailed regular first-class mail to the last known address on file.
- Home Office employees will be mailed regular first-class mail to the last known address on file.
- Access to view W2's on-line will be removed beginning November 26, 2018 and will be restored no later than January 31, 2019.
- Employees with access to ESS may view and print their W2s online after January 31, 2019.
- If employee selected electronic W2 only, there will be no W2 printed and the W2 will be available online to the employee only.
- Due to security reasons, reissued W-2's will NOT be faxed or emailed unless we have a signed document from the requestor accepting responsibility for the document.

Corrections or Changes

- W2's and W2C's will NOT be reissued until the week of February 11, 2019.
- Send in all checks that need to be voided by December 3, 2018.
- Contact your payroll processor regarding any adjustments needed for current W-2s by December 3, 2018.
- Have your employees verify their mailing address in Ulti before December 31, 2018. Send in address corrections for your employees no later than December 28, 2018. Reminder, if there is an apartment or lot number, it must be included in the address or it will not be delivered.

Where do you call with W-2 questions?

- Call directly into the W-2 line at Toll Free (855) 685-1622 or (316) 681-8599 (Both numbers will be available January 2, 2019).

Please use the change form for needed changes and send to the Payroll department or give to your manager.