

W-2 Statements

The following policy applies to all employees and former employees:

- W-2 Statements are issued in January for the previous calendar year. Your W-2 is an official document for filing your tax return with the IRS.
- Your W-2 will be mailed to the address on file as of December 15th - your current address can be found on your check stub.
- The Company is not responsible for an employee's failure to update an address change in a timely manner.
- All address changes must be submitted in writing, prior to December 15th. Texts, verbal requests, and phone calls will not be honored.
- W-2's will either be given to you in person or mailed to the last known address. We will not release your W-2 to any other person without your written permission or a certified letter from a lawyer.

Missing W-2 Statements:

- Should a replacement W-2 be needed for any reason, including W-2's lost in the mail or failure to provide an updated mailing address, requests will not be honored until after February 15th. (this allows for return mail or forwarding service)
- Requests for replacement W-2 forms must be submitted in writing.
- Replacements will be issued and mailed within 10 business days of receipt of replacement request. Multiple requests will delay replacement processing time.

Replacement requests need to include:

- Employee Name
- Employee Date of Birth
- Employee Social Security Number
- Corrected Mailing Address (Including City, State, Zip)
- Contact Phone Number
- Email Address (If Available)

A replacement request form can be printed for you if you come into the office in person, emailed to you if you send the request to proturfteam@gmail.com, or the above information can be handwritten and dropped off or mailed to the office at 16 Pulpit Rock Road, Pelham, NH 03076. **DO NOT CALL OR TEXT YOUR REQUESTS!**

Replacement Fees:

- Fees will be assessed for replacement W-2's as allowed by law, and the correct payment needs to be submitted with replacement request or the request will not be processed.
- A black and white copy of your W-2 will incur a \$10.00 administration charge.
- An official replacement will be \$100- Fee charged by ADP for an authentic replacement document plus administration fee.

It is your responsibility to request the version appropriate for your needs.

ACKNOWLEDGMENT: I have read and understand the Replacement W-2 Policy. I will update any change of address before December 15th, and understand I will be responsible for the fee associated with acquiring a replacement W-2.

SIGNED: _____ PRINT: _____ DATE: _____