

2023 YEAR ENDING W-2'S



Reminders and what you should know

W-2 ADDRESS CHANGES

- To ensure your W-2 goes to the correct address, check your address on file.
- Address changes need to be made by December 31st to ensure they go to the correct address.
- Address changes can be made via your Employee Self Service Portal (ESS).

MAILING YOUR W-2'S

- W-2's will be mailed out no later than January 31st.
- My HR Professionals will release updates to our website and on the Employee Self Service Portal (ESS) when W-2's have been mailed.

ELECTRONIC W-2'S

- Electing to receive your W-2 electronically via your Employee Self Service Portal (ESS) will allow you to receive your W-2 as soon as it is completed. No waiting OR mailing.
- My HR Professionals will release updates to our website and on the Employee Self Service Portal (ESS) when W-2's are available electronically.

If you have any questions or concerns regarding the Year End W-2's, please contact My HR Professionals at **(800) 940-8706** or by email support@myHRpros.com.

Access your ESS Portal at www.myHRprofessionals.com/user-login