

# 2025 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 Pros 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 Pros 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 Pros at **(800) 940-8706** or by email [support@myHRpros.com](mailto:support@myHRpros.com).

Access your ESS Portal at [www.myHRprofessionals.com/user-login](http://www.myHRprofessionals.com/user-login)