

2022 EMPLOYEE YEAR END INFORMATION

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2023 is right around the corner, now is the time to get ahead of the game and review your personal information.

W-2 and Personal Information

To ensure your 2022 W-2 is accurate, please review the following information and check out our [instructional video](#) for more details.

Name, address (home & mailing address) and payroll tax withholding – for federal, state, and local (if applicable) taxes.

You can access your W-2 on the [PrestigePRO dashboard](#) or on the PrestigeGO mobile app.

As always, employees can contact their Payroll Specialist with any questions.

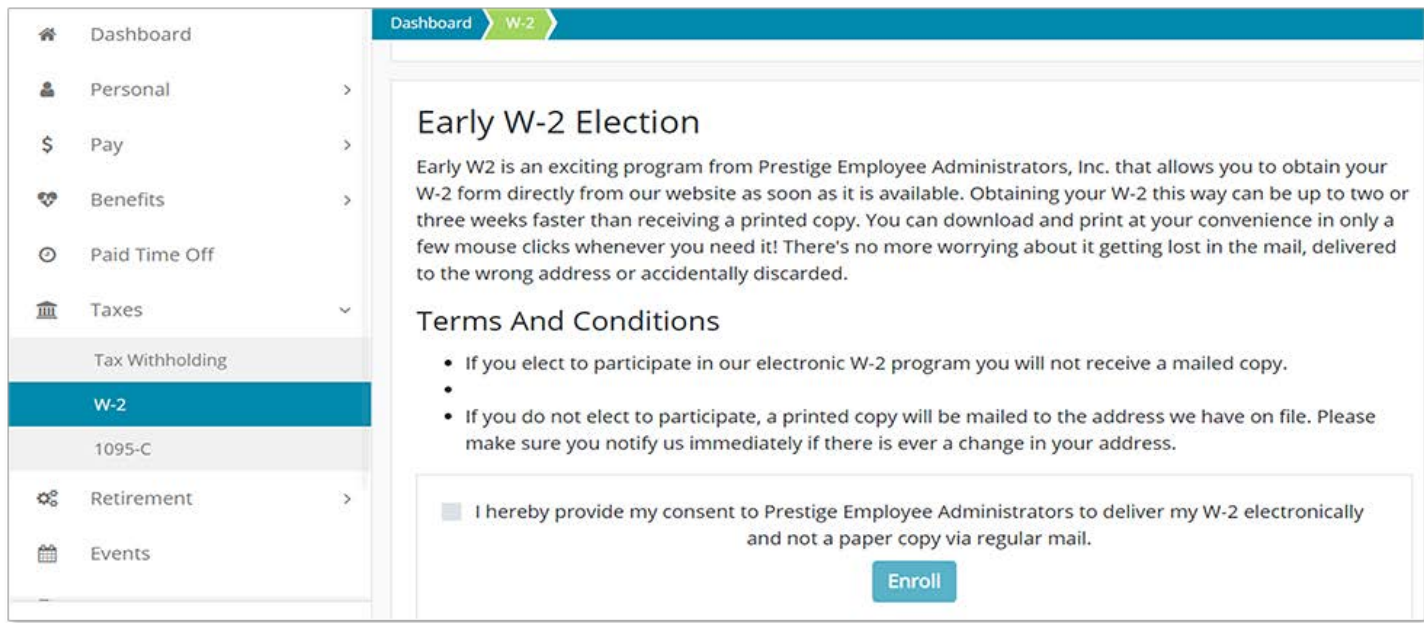
Electronic W-2's

Electronic W-2's are usually available 2-3 weeks ahead of the traditional paper W-2, which is sent via regular mail. We encourage employees to enroll for their electronic W-2 no later than January 6, 2023. Employees who are not enrolled by January 6, 2023 will receive their W-2 by regular mail, postmarked by January 31, 2023.

If you have previously elected an Electronic W-2, you do not have to re-enroll, your enrollment will carry over year to year.

Opting to receive an electronic W-2 is quick and easy and can be accessed right through your PrestigePRO Employee Self Service account. Please follow the simple steps below:

- Login to your PrestigePRO Employee Self Service account at: <https://pea.prismhr.com/pea/cmd/login> (If you do not have an account, you may create one by clicking the “Register” button and then follow the instructions)
- Once logged in, click the “Taxes” tab on the left, then click “W-2”. Please review the “Early W-2 Election Terms and Conditions”, then click the consent box and click “Enroll”, as shown below:



The screenshot shows the PrestigePRO Employee Self Service dashboard. On the left is a navigation menu with options: Dashboard, Personal, Pay, Benefits, Paid Time Off, Taxes, Tax Withholding, W-2 (highlighted), 1095-C, Retirement, and Events. The main content area has a header with 'Dashboard' and 'W-2' tabs. Below the header, the 'Early W-2 Election' section explains the program. The 'Terms And Conditions' section lists two bullet points: 'If you elect to participate in our electronic W-2 program you will not receive a mailed copy.' and 'If you do not elect to participate, a printed copy will be mailed to the address we have on file. Please make sure you notify us immediately if there is ever a change in your address.' Below the terms is a consent box with the text 'I hereby provide my consent to Prestige Employee Administrators to deliver my W-2 electronically and not a paper copy via regular mail.' and an 'Enroll' button.

If you should have any additional questions, please feel free to reach out to your Payroll specialist.

We appreciate the opportunity to serve you and look forward to working with you come tax season!

Thank You,

Joey McCormick
Director of Payroll