

2023 EMPLOYEE YEAR END INFORMATION

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2024 is right around the corner, now is the time to get ahead of the game and review your personal information. This guide will provide you with step-by-step instructions on how to confirm your personal information, review your tax withholding, and sign up for an electronic W-2.

Step 1: Log in to PrestigePRO

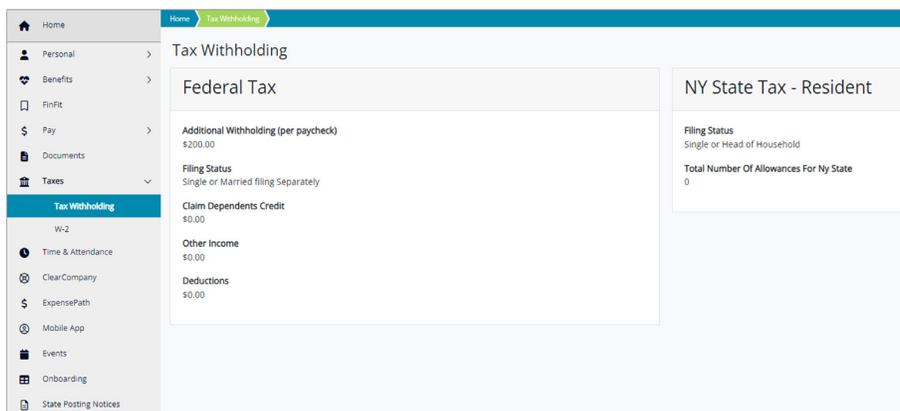
- Login to your PrestigePRO Employee Self Service account at:
<https://pea.prismhr.com/pea/auth/#/login?lang=en>
- If you do not have an account, you may create one by clicking the “Register” button and then follow the instructions.

Step 2: Confirm your personal information

- On the left side menu, head to Personal, and then review the submenus below.
- You can confirm your personal information here, like your name, resident address, mailing address, and W-2 address (where you would like your W-2 to be mailed, if you do not wish to access it electronically).

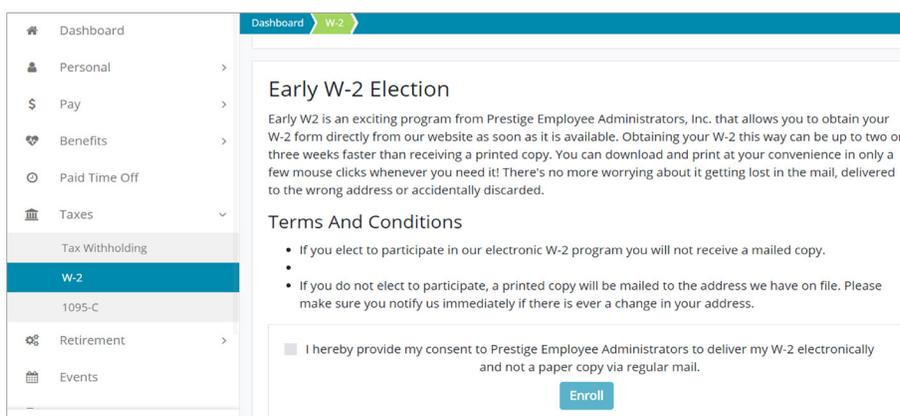
Step 3: Review your tax withholding

- On the left side menu, head to Taxes, and then select Tax Withholding. Here you can review and update your federal withholding status, state withholding status (if applicable), and local withholding status (if applicable).
- If you would like to make any updates, click on the “update forms” button in the upper right corner, and the Employee Withholding Resource Center tool will guide you through the steps.



Step 4: Electronic W-2 sign-up

- Electronic W-2s 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 3, 2024. Employees who are not enrolled by January 3, 2024, will receive their W-2 by regular mail, postmarked by January 31, 2024.
- On the left side menu, head to Taxes, and then select W-2.
- If you have previously selected an electronic W-2, you will see a confirmation message here, stating "You have successfully signed up for an electronic W-2 on [DATE]!".
- If you have not yet signed up for an electronic W-2, please review the “Early W-2 Election Terms and Conditions”, then click the consent box and click “Enroll”, as shown below.
- If you elect to receive your W-2 electronically, you will not receive a paper copy in the mail. However, you can print your W-2 at any time from PrestigePRO.



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