

# **EMPLOYEE** -YEAR END INFORMATION -

## **2023 EMPLOYEE YEAR END INFORMATION**

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.

•	Home		Home ) Tax Withholding )		
1	Personal	>	Tax Withholding		
¢	Benefits	>	Federal Tax	NY State Tax - Resident	
Ω	FinFit				
\$	Pay	>	Additional Withholding (per paycheck) \$200.00	Filing Status Single or Head of Household	
B	Documents		Filing Status	Total Number Of Allowances For Ny State	
盦	Taxes	~	Single or Married filing Separately	0	
	Tax Withholding		Claim Dependents Credit		
	W-2		Other Income		
0	Time & Attendance		\$0.00		
8	ClearCompany		Deductions		
\$	ExpensePath		\$0.00		
8	Mobile App				
	Events				
⊞	Onboarding				
	State Posting Notices				

### 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.

*	Dashboard	Dashboard W-2
۵	Personal	
\$	Pay	Early W-2 Election
\$	Benefits	Early W2 is an exciting program from Prestige Employee Administrators, Inc. that allows you to obtain your W-2 form directly from our website as soon as it is available. Obtaining your W-2 this way can be up to two or three weeks faster than receiving a printed copy. You can download and print at your convenience in only a
0	Paid Time Off	few mouse clicks whenever you need it! There's no more worrying about it getting lost in the mail, delivered to the wrong address or accidentally discarded.
盦	Taxes	* Terms And Conditions
	Tax Withholding	• If you elect to participate in our electronic W-2 program you will not receive a mailed copy.
	W-2	<ul> <li>If you do not elect to participate, a printed copy will be mailed to the address we have on file. Please</li> </ul>
	1095-C	make sure you notify us immediately if there is ever a change in your address.
¢°	Retirement	> I hereby provide my consent to Prestige Employee Administrators to deliver my W-2 electronically
<u></u>	Events	and not a paper copy via regular mail. Enroll

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