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Dear Valued Employees,

The end of the year is fast approaching, which means it’s time to start thinking about your 2021 W-2.

Please see below for some important dates and deadlines relating to your

2021 W-2:

* You have the option to receive your 2021 W-2 faster by registering to receive it electronically in lieu of receiving it via mail.

	+ 2021 Forms W-2 will be available for download online by January 31, 2022, for all employees who register to receive their Forms W-2 electronically by December 31, 2021.
* If you do not register to receive your 2021 W-2 electronically before December 31, 2021, it will be mailed to you by January 31, 2022, as required by law, at the address G&A Partners has on file for you as of December 31, 2021. Please keep in mind that mail may take a couple of weeks for delivery.

	+ If you would like to update the address to which your 2021 W-2 will be mailed, you must do so before December 31, 2021.

Additional information about 2021 Forms W-2, including instructions on how to receive your W-2 electronically, is available on the G&A Partners website: **www.gnapartners.com/w2**.

If you have any questions about your 2021 W-2, please contact our team of HR experts, AccessHR, and we will be happy to assist you:

**G&A Partners AccessHR**

Monday - Friday | 7:30 a.m. - 7 p.m. CT

Phone: 1-866-497-4222 | Fax: 1-866-917-1184

Email: accesshr@gnapartners.com

Regards,

G&A Partners