



Dear Valued Employees:

The end of the year is fast approaching, which means it's time to start thinking about your 2020 W-2.

Please see below for some important dates and deadlines relating to your 2020 W-2:

17220 Katy Freeway
Suite 350
Houston, Texas 77094
Tel 713.784.1181
Fax 713.784.2705
www.gnapartners.com

- You have the option to receive your 2020 W-2 faster by registering to receive it electronically in lieu of receiving it via mail.
 - 2020 Forms W-2 will be available for download online by Monday, February 1, 2021, for all employees who register to receive their W-2 electronically by Thursday, December 31, 2020.
- If you do not register to receive your 2020 W-2 electronically before December 31, 2020, it will be mailed to you by February 1, 2021—as required by law—to the address G&A Partners has on file for you. 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 2020 W-2 will be mailed, you must do so before Monday, December 28, 2020.

Additional information about 2020 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**](http://www.gnapartners.com/w2).

If you have any trouble accessing your 2020 W-2 once it is made available online, please contact our Customer Care Center and we will be happy to assist you:

G&A Partners Customer Care Center
Monday - Friday | 7:30 a.m. - 7:00 p.m. CT
Phone: 1-866-497-4222 | Fax: 1-866-917-1184
Email: customercare@gnapartners.com

Please note that G&A Partners' HR support specialists are unable to provide tax advice. If you have questions about your 2020 W-2, please consult your accountant or tax professional for assistance.

Regards,

G&A Partners