



To: All Employees
From: Human Resources
Re: Year-End Reminder: Verify Your Information for W-2 and 1095 Forms
Date: December 22, 2025

As we wrap up the year, here's a quick reminder: W-2 and 1095 forms will be issued in January. To make sure everything gets to you on time, please:

- **Check your mailing address** in Infor HCM and update it if needed by **December 23, 2025**.
- **Review your tax filing status** and make any changes for 2026 after consulting with your tax advisor.

Keeping your information current helps avoid delays and ensures compliance with IRS requirements.

If you have any questions or need a hand, the HR team is here to help!

Wishing you a joyful holiday season and a fantastic year ahead!