



IMPORTANT Year-End W-2 Notice and Information

October 26, 2011

SCI Companies provides Human Resource Outsourcing, including all aspects of Payroll and Tax Administration. Please follow the steps below to assist in the preparations for 2011 W-2 Year-End Process.

Step 1: Verify Your Personal Information

Please take a moment to review the *name, address and Social Security Number* presented on your payroll check/ direct deposit advices to ensure accuracy. You may check this information on Employee Self-Service (ESS) if you have access.

- Contact the [Social Security Administration](#) (SSA), if you changed your name during the year to ensure you receive an updated Social Security card and verify that your name and social security number matches the current SSA record. Visit www.ssa.gov/gethelp1.htm for additional information.
- For your convenience, we have enclosed the **Personal Information Change** form used for reporting such updates and corrections. The form is also located on Employee Self-Service (ESS) Forms.
- SCI must receive all name, address and/or Social Security Number changes **no later than Friday, December 9, 2011**. Please note that changes *will not* be accepted via phone. SCI must receive your completed and signed documents in order to make any changes to personal information.

Step 2: Receive your W-2

All 2011 W-2s will be mailed directly to the home address on file for each SCI Member. W-2s will be postmarked **no later than January 31, 2012** per IRS Regulations.

To allow adequate time for the Postal Service to deliver the W-2s, please wait **until after Monday, February 10, 2012** before contacting your assigned SCI Professional with W-2 related questions and issues.

Contact SCI

We appreciate your cooperation to ensure the success of our year-end process. If you have any questions, please contact your assigned SCI Professional by calling one of the phone numbers listed in the chart below or visit: www.scicompanies.com/ContactUs/locations.aspx for all SCI office contact information.

Atlanta	Chicago	Dothan	Orlando	Tampa
800.444.6211 – Ph	800.750.1932 – Ph	800.755.6722 – Ph	866.370.4211 – Ph	800.962.7823 – Ph
888.633.3319 – Fax	630.472.2100 – Fax	800.595.6722 – Fax	866.370.4805 – Fax	800.610.2070 – Fax

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies

Enclosure: Personal Information Change form

SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Anchorage • 800.932.4610 ext. 2661 Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932
Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722 Los Angeles • 800.932.4610 ext. 2661
Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211 Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610
www.scicompanies.com