

**DATE**

Re: W2 Distribution

Dear **Valued Employee:**

In previous years we have mailed out all W2 forms to our attendants. This year your W2 forms will only be available for pick up here in the main Philadelphia office. **NO** forms will be mailed unless you are in the following areas/counties: Bucks, Lehigh, Berks, or North Hampton. All W2 forms will be ready for pick up by mid-January.

Should you have any questions or concerns, please contact the Human Resources/Payroll department at (215) 634-2000.

Sincerely,

Candace Rivers

HR/Payroll Manager