



3100 South Lakeport Street  
Sioux City, IA 51106  
Toll Free: 800-727-1912  
Phone: 712-277-4442  
Fax: 712-255-6840  
Website: [tristatenursing.com](http://tristatenursing.com)

November 17, 2023

Can you believe 2023 is almost over! Now is the time to review your employee profile and tax information within **Paychex Flex**.

Log in to **Paychex Flex** today and confirm that the following are correct:

- Full Name
- Social Security Number
- Home Address
- Telephone Number
- Email address
- Review W-4 tax information

By making sure these items are correct now, you can avoid any delay in receiving your W-2. If you do not have access to be able to update your information in Paychex Flex, please give the Accounting Department a call to have access granted to you, or request they update the mailing address we have on file, on your behalf. If you have forgotten your password, click on the question mark in the bottom right corner for assistance in getting into your account.

In the event your W-2 is returned to us, we will contact you to verify the address and make another attempt at mailing it. If your Social Security Number is incorrect, we will need to make corrections that will further delay delivery of your W-2 by up to 4-6 weeks.

Please let us know if you have any questions or concerns.

Atalie Simpson

Accountant