



January 26, 2023

Hello Discount Tire Family,

Earlier this month, we sent a communication with instructions for registering to receive your W-2s digitally through the My Records Employee Portal. For those who registered, 2022 W-2s are now available in the online portal.

**What you need to know**

- To view and download your digital W-2, you will need to log in to the [My Records Employee Portal](#) with your personal email address on file in Workday and the password you created during registration.
- To help you access your W-2 in the My Records Employee Portal, a QRG has been created and can be accessed from the Quick Links section of the HR home page or by clicking the following link: [Digital W-2 Accessing Your Records QRG](#).

**REMINDER:** For the 2022 tax year, **ALL** employees will still be mailed a physical copy of their W-2, whether or not they opted into digital delivery. Physical copies will be mailed by January 31. You can update how you will receive future W-2s by clicking the Stop Paper Statements option from the home page.

**NOTE:** If you transferred to a different part of the Company or worked in more than one state during the year, you may receive multiple W-2s.

- If you have not yet registered and would like digital access to your W-2s through the My Records Employee Portal, please follow the instructions in the [Digital W-2 Portal Registration QRG](#).

If you any questions, please contact the following:

For Corporate, DTD, and Regional Office employees: Contact [Payroll@discounttire.com](mailto:Payroll@discounttire.com).

For all store and regional locations: Contact your Regional Office.

Thank you for striving to be the BEST!