



January 10, 2023

Hello Discount Tire Family,

We are excited to announce; starting this year, Our People will have the option to register with Ceridian to receive their W-2s digitally through the My Records Employee Portal. This self-service portal will offer a quick and easy solution for accessing your W-2s anytime, from anywhere, including your mobile device.

What you need to know

- An automated **Welcome to the My Records Employee Portal** email has been sent from Ceridian (donotreplymyrecords@ceridian.com) to all employees using the personal email address on file in Workday.
- This email will provide the link for you to register for the online My Records Employee Portal to receive your W-2 digitally.
- If you have not yet received the email, please check your junk/spam folders.

NOTE: W-2s will **NOT** be immediately available upon registration. Another communication will be sent once W-2s are available in the portal.

- To help you register for the My Records Employee Portal to receive digital W-2s, a QRG has been created and can be accessed from the Quick Links section of the HR home page or through the following link: [Digital W-2 Portal Registration QRG](#).

IMPORTANT: For the 2022 tax year, **ALL** employees will still be mailed a physical copy of their W-2, whether or not they opt into digital delivery.

Our ask of you

- If you 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](#) to register your account by Friday, January 13.

If you any questions, please contact the following:

For Corporate, DTD, and Regional Office employees: Contact Payroll@discounttire.com.

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

Thank you for striving to be the BEST!