

## **End of the Year Housekeeping Reminders:**

### **401(k)**

Employees intending to increase their 401(k) contribution or make catch-up contributions (if eligible) for 2026 should make this change on the website after the 31 December 2025 payroll is processed, but no later than 7 January 2026. This timing is essential to ensure Prolifics receives the update in time for the 15 January 2026 pay cycle. Staff already making catch-up contributions in 2025, should submit a fresh election on the Principal site for 2026! Remember to update your 401(k) beneficiary directly on the Principal Financial website!

*\*Important Reminder – Due to Secure Act.20 individuals with FICA wages of \$145,00 or more from the prior calendar year(2025) who are eligible for and make catch-up contributions in 2026, must make them as Roth (after-tax) contributions. This provision is effective 1 January 2026. While Principal and ADP are setup to support this requirement, we will be monitoring any newly made elections for compliance.*

### **Paystubs**

Please review your year-to-date paystubs for accuracy and contact [payroll@prolifics.com](mailto:payroll@prolifics.com) should you have any questions. This step is important prior to the finalization and distribution of your W2. Also, we advise employees to download and retain copies of their paystubs for personal records. It's important to note that we may not be able to furnish paystub history for extended periods if requested in the future. Maintaining your own copies is the best practice.

### **Local Tax**

Employees are accountable for notifying the Prolifics payroll department if they need to have local tax withheld for the city of their residence, in addition to the regular federal and state taxes. Should you have any inquiries regarding this matter, please reach out to [payroll@prolifics.com](mailto:payroll@prolifics.com).

### **W2**

Your 2025 W2 form will be sent to the address we have in ADP, and you can expect to receive it by January 31, 2026, at the latest. Additionally, a copy will be available on ADP under Myself/Pay/Annual Statements. It's crucial to ensure that your home address is up to date in ADP.

### **Important Notes**

- Please check your paystubs regularly for accuracy – including your filing status, deductions for health premiums/pre-tax account contributions etc.
- It's advisable to regularly log in and review the balances in your other accounts, including HSA, FSAs, 401(k), and so on. Addressing any discrepancies promptly is much more convenient.
- You can set a calendar reminder to check the above each pay cycle or monthly.

For questions, please contact the HR Team: [hrdept@prolifics.com](mailto:hrdept@prolifics.com).

Thank you,  
HR Department.  
October 2025.