
Employee/Contractor Timeline Email Template

Subject: Upcoming W-2/1099 Forms: What to Expect and How to Confirm Your Information

Hello **[Name]**,

As we prepare for the upcoming filing season, I wanted to inform you of when you can expect to receive your wage and tax forms (W-2s for employees and 1099s for applicable contractors) and how to verify your information if needed.

How to Confirm Your Information

Before forms are issued, please take a moment to review and confirm that we have your correct:

- Legal name
- Current mailing address
- Tax identification number (SSN/EIN)
- Contact information

When to Expect Your Form

Your W-2 or 1099 will be issued **[by date or within date range]**. Once the forms are sent, you will receive a notification from us with details on how they were delivered (by mail or electronically).

If you need to update anything or want to double-check your information on file, please contact **[contact person or department]** by **[deadline]** with your updated information.

Double-checking your information now helps prevent delays or reissued forms later.

Thank you for your attention and cooperation. If you have any questions, feel free to reach out.

Best regards,

[Your Name]