



6.3 FINAL PAY, W2 & RETURN OF PROPERTY

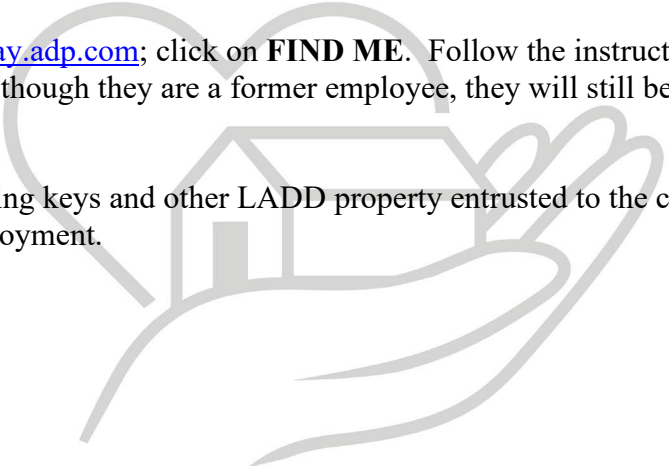
Upon termination from LADD and following the standard payroll cycle, final pay is deposited into the most recent account or pay card that we have on file.

W2's for the year are mailed to the most recent address on file unless a request in writing is submitted to Human Resources. This can be done through email by sending to humanresources@laddinc.net.

Copies of pay statements and W2's can be obtained by logging into the ADP website even though no longer employed. If the employee never registered on the ADP website, they will need to do so to obtain copies of W2's and pay/earning statements.

To register, go to, www.ipay.adp.com; click on **FIND ME**. Follow the instructions to complete the registration process. Even though they are a former employee, they will still be able to obtain the copies they need.

It is expected that all building keys and other LADD property entrusted to the care of the employee be returned at the end of employment.



LADD

WE MAKE THE DIFFERENCE