For all team members and managers employed with BWW Metairie 399 and Smashburger Magazine Street 1200, your W2s are processed by Horne. Your W2s will be released via mail no later than Friday, January 16th. Your W2 will be mailed to your home restaurant and will be distributed by your management teams.

If you would like to verify your address, change your address or download a copy of your W2, you can do so through the MyPay system at the following website: <https://www.hralliance.net/ee/Login.aspx>.

Your login information was emailed to you in December 2014.

If you have questions concerning your login information or would like to request your login information be sent to you again, please follow these directions:

**Dial** – 504-304-6647. This is the CHM Home Office number. After dialing this number you will have reached an automated voice system.

**Press 1** – You will then be directed to the HR Department.

**Press 1** again – You will then be directed the Employment Verification voicemail box. Please leave a detailed message including the following:

1. First and last name
2. The location in which you work/worked
3. Last four digits of your social security number
4. Detailed reasoning for your call
5. Return phone number

Your message will be returned within 48 hours of receipt and your request will be addressed.