

CAROLINAS WISE LLC  
TAX AND BUSINESS SERVICES  
364 S PINE ST STE B205, SPARTANBURG, SC 29302  
PHONE: 626-329-2365 FAX: 855-928-4329  
EMAIL: INFO@CAROLINASWISE.COM



Date: \_\_\_\_\_

RE: Form W-2 and Last Paycheck Delivery Address  
Employee Name: \_\_\_\_\_

To Whom It May Concern:

I am writing to inform you that after my J-1 program end date, please mail my last paycheck, if any, and form W-2 Wage and Tax Statement to my representative address below:

Carolin's Wise LLC  
364 S Pine St Ste B205  
Spartanburg, SC 29302

If electronic W-2 is available, please also email to \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Employee