



ATTENTION: ALL LENNOX EMPLOYEES

Ensuring these details are accurate helps maintain the integrity of your personal information.

This is a reminder to review your paychecks.

As part of our commitment to ensuring accuracy in payroll and benefits, we kindly remind all employees to **review their paychecks to confirm the following deductions and surcharges are reflected correctly:**

- Benefit Deductions
- Tobacco and/or Spouse Tobacco Surcharge(s) - if applicable
- Wellness and/or Spouse Wellness Surcharge(s) - if applicable
- Working Spouse Surcharge

If you notice any inaccuracies in your paycheck, contact [BenefitSource](#) immediately at (800) 284-4549.

If you need to update your Tobacco Use and/or Working Spouse status, log into [BenefitSource](#) to download and complete the Affidavit form(s). To upload and submit the forms in your account, click "Employee Profile" under "My Profile" or call (800) 284-4549 for assistance.

Have you checked your home address?

You **must review your home address** in [BenefitSource](#) each year to confirm the information is correct.

If you move and need to update your address, log into [BenefitSource](#) and click "Change My Address" under "My Profile." You can also call (800) 284-4549 for assistance.

Once you've updated your address, it will be **automatically sent** to Lennox's benefit vendors.

NOTE: The only exception is if you receive medications via Optum Rx home delivery. You will need to call OptumRx directly at (877) 220-2279 to change the home address where medications are mailed.

Have you checked your emergency contacts?

You **must review your emergency contacts** in [BenefitSource](#) each year to confirm the information is correct.

Have you checked your listed beneficiaries for your benefits?

You **must review your listed beneficiaries** in [BenefitSource](#) each year to confirm the information is correct.

NOTE: The only exception is the 401(k) Plan and ESPP. You will need to call Fidelity directly at (866) 783-5225.