

## ATTENTION: ALL LENNOX EMPLOYEES

Dear Team,

### **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](#) at (800) 284-4549.

If you need to update your Tobacco Use and/or Working Spouse status, please log into [BenefitSource](#) to download the 2025 Tobacco Use Affidavit and/or 2025 Working Spouse Affidavit form(s).

Upload your completed affidavit(s) directly in [BenefitSource](#) by going to “My Profile” and clicking on “Employee Profile.” You can also fax the completed form to (866) 295-1706.

Thank you for your attention to this matter. Ensuring these details are accurate helps maintain the integrity of your benefits and payroll records.

### **Have you checked your home address?**

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

If you move, you can easily update your listed address by:

- Logging into [BenefitSource](#), click “Change My Address” under “My Profile”  
**OR**
- Calling (800) 284-4549 for direct assistance.

Once you’ve updated your address, it will be **automatically sent** to Lennox’s benefit vendors. **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 address where medications are mailed.