

Get ready for tax season

Tax season is here. Tax filings and payments are due April 15, so make sure you've got what you need to file accurately.



Here's what you need to do:

Review your W-2 form

W-2 forms are now available in Workday. This form provides all the key income information you need to fill out your tax return. For those who elected to receive a hard copy, your W-2 form has been mailed to your home address.

- At any time throughout the year, you may choose to have your W-2 mailed to your home, sent electronically, or both. Visit My HR (Workday) via [myMAP](#), then navigate to Pay and Tax Documents to make this selection.
- Terminated employees must contact Global HR Service Support at [855.IM.ASK.HR](tel:855.IM.ASK.HR) to request a reprint of their W-2s.

Receive your Form 1095

You are required to prove that you were offered health insurance coverage by Iron Mountain during 2025. To that end, Form 1095 will begin arriving mid-February.

- If you selected email as your preferred communication method on the [benefits enrollment platform](#), you will receive an email with instructions to access your Form 1095.
- If you selected mail as your preferred communication method, your Form 1095 will be sent to the address on file.

Get prepared

Learn about key 2025 tax updates and schedule a free 30-minute phone consultation with a financial professional. Visit [Resources for Living](#) for in-the-moment support and resources.

Save on your tax preparation

To make filing easier, Iron Mountain has secured special discounts for Mountaineers on several popular online tax services. Here's what you can save:

- 25% on TaxAct and 20% on TurboTax through [Working Advantage](#) savings
- 25% off TurboTax with a special discount through [Fidelity NetBenefits](#)
- 20% off TurboTax and H&R Block with LifeMart Discounts through [Care@Work](#)
- 25% off LibertyTax assisted tax preparation through [Resources for Living](#)

Have questions? Need help?

Call the Iron Mountain Benefits Center at 877-907-4828, available Monday-Friday from 8 am to 9 pm ET.