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DEPT OF TRANSPORTATION PERSONNEL STAFF
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RUSSEL S. NAGATA
COMPTROLLER

JAMES H. YASUDA
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

December 1, 1989

COMPTROLLER'S MEMORANDUM NO. 1989-20

TO: Heads of Departments and Agencies

FROM: Russel S. Nagata, Comptroller

SUBJECT: Restriction on Use of Central Payroll's EIN

This memorandum is a reminder that no use should be made of Central Payroll's Employer Identification Number (99-6001081) by any department or agency other than Central Payroll itself. Please refer to our Memorandum 1988-32 (September 8, 1988) for earlier notice on this subject.

Departments and agencies must obtain their own Employer Identification Number for filings made with taxing jurisdictions or for any other use. Under no circumstances should a department or agency use Central Payroll's Employer Identification Number, or Central Payroll's mailing address (P. O. Box 119), in filings or other communications with taxing jurisdictions.

RUSSEL S. NAGATA
Comptroller