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DEC 22 2003

COMPTROLLER'S MEMORANDUM NO. 2003-38

TO: Heads of Departments

ATTN: Payroll and Personnel Offices

SUBJECT: Wage and Tax Statements for 2003

Employees' Wage and Tax Statements (Form W-2) for calendar year 2003 will be available for pick up by employing departments on January 28, 2004 for distribution to employees on January 30, 2004.

There are no format revisions to this year's Wage and Tax Statement. Employees will continue to receive only one (1) set of the Wage and Tax Statement, which will be laser-printed on two (2) separate sheets of paper.

Inquiries from employees concerning the correctness of the information contained on the Wage and Tax Statement should be handled by the departmental payroll offices. Only if such inquiries cannot be resolved at that level, will Central Payroll review the matter. The following documents must be submitted to DAGS Central Payroll: a) a photocopy of the Wage and Tax Statement in question; b) a written request from the employee explaining the nature of the inquiry; and c) a memo from the employing department containing its initial research data.

As in prior years, the procedure below should be followed to minimize requests for duplicate statements that have been lost or otherwise not received by employees:

1. Distribute each Wage and Tax Statement as directly as possible to the employee. Be sure the chain of responsibility for delivery can be traced in the event an employee claims non-receipt.

2. If the statement is mailed, make every effort to address it to the employee's current address. Please note that, on some of the statements, your own departmental mailing address is used because the payroll files do not contain the employee's mailing address.

3. Also, if the statement is mailed, be sure that the mailing requirements are observed as provided in Comptroller' Memorandum No. 1991-30, dated November 26, 1991. It is especially important that the return address on your mailing envelope be followed by the endorsement **"RETURN SERVICE REQUESTED"** so that any undelivered statement will be returned to you with either an address correction or the reason for non-delivery.

4. Advise employees who have transferred to your department during the year that they will receive one (1) statement, which will include all earnings for the year. Please refer to the computer report PRE343 "Department List of W-2 Recipients" which contain the department payroll number and warrant distribution code ("W-2 PR-DST" column) where the statement was sent.

5. Urge your employees to protect their statements from being misplaced or otherwise lost. There is a $10 fee assessed to the employee for a duplicate statement. If a personal check is accepted from the employee, and it subsequently bounces due to insufficient funds, etc., the employing department is required to immediately reimburse DAGS Pre-Audit the $10 W-2 fee and the $15 bounced check fee.

6. Retain statements that are returned as undeliverable in a controlled file so that requests for duplicates can first be screened against that file efficiently. Comply with IRS instructions, by keeping for four (4) years, any employee copies of Forms W-2 that you tried to deliver but could not. Do NOT return these forms to DAGS Central Payroll.

7. Make all requests for duplicate statements to the Comptroller in writing, marked to the attention of the Pre-Audit Branch, Clerical Section. All requests must include the following:

   a. Employee's name.

   b. Social Security Number.

   c. Payroll number and distribution code as indicated in the "W-2 PR-DST" column on the computer report PRE343 "Department List of W-2 Recipients".

   d. The reason for the request.

   e. The $10 assessment fee. (Note: Personal checks are to be made payable to the **"Director of Finance"**. Any check made payable to the employing department will not be accepted, including checks endorsed to DAGS Pre-Audit.)

8. Requests for duplicate statements received by us directly from employees will be referred to the departmental payroll offices for follow up.

The instructions in this memorandum are intended to provide optimum service to employees, under externally imposed deadlines, the volumes involved, and the interwoven workloads of departmental payroll offices and our own Central Payroll office. Your help in forwarding these instructions to the responsible office in your department and in ensuring that the instructions are followed will be critical to that level of service.

RUSS K. SAITO
State Comptroller