



**Department of
Education**

Cathleen P. Black, Chancellor

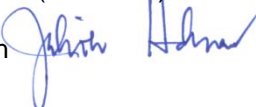
Judith Hederman
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM - NO.10, 2010-2011

DATE: January 13, 2011

TO: Principals (Via Principal's Weekly)
Cluster Representatives (Via Email)
Payroll Secretaries (Via Email)

FROM: Judith Hederman 

SUBJECT: Calendar Year 2010 W-2 Distribution

Please be advised that the 2010 W-2s will be delivered to the schools for distribution on Monday, January 31, 2011. Employees who are no longer active will have their W-2s mailed directly from the New York City Office of Payroll Administration to the employee's last address on file.

With the W-2 distribution, instructions will be provided to payroll secretaries/timekeepers to immediately return W-2's that are incorrectly sent to their school/office. These W-2 returns must be sent to ;

NYC Department of Education
Division of Financial Operations
Attn: W-2 Unit
65 Court Street, Room 1701
Brooklyn, NY 11201

Be advised that a pre labeled return envelope will also been included for these returns.

If you have any questions regarding this payroll memorandum, please call (718) 935-2651.

FPC/co

C: Veronica Conforme
Mike Tragale
Lawrence Becker
Francine Perkins-Colón
Joseph Blundo