


**PAYROLL ADMINISTRATION MEMORANDUM - NO. 8, 2007 – 2008**

**DATE:** January 18, 2008

**TO:** ISC Executive Directors (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries

**FROM:** Vincent A. Giordano   
Executive Director

**SUBJECT:** **W-2 Distribution**

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Please be advised that the 2007 W-2's are being delivered to schools this week for distribution. The following guidelines are being provided for their information:

- If a W-2 is sent to the incorrect school/office, the payroll secretary is to return the W-2's immediately to the following address:

NYC Department of Education  
**Attention: W-2 Unit**  
65 Court Street, Room 1003  
Brooklyn, NY 11201

**Please call 718-935-3843 when returning.**

- Employees who are no longer active will have their W-2's mailed directly from the city.

The duplicate/correction form must be notarized if an employee is requesting a duplicate W-2 due to a change in address.

VAG/co

c: J. Hederman  
A. Lopez  
F. Perkins-Colon  
M. Spelman