



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

PAYROLL ADMINISTRATION MEMORANDUM - NO. 12, 2005 - 2006

DATE: January 24, 2006

TO: ROC Directors, Heads of Offices (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers

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

SUBJECT: **Duplicate W-2 Requests and/or W-2 Corrections**

Please be advised that W-2s for active employees will be distributed to schools on Thursday, January 26, 2006. If a DOE employee is also employed as a custodial helper, he/she will receive a separate W-2 for those wages.

Please inform employees who request a duplicate or require a correction to complete the attached form and fax to 718-935-2795. The form may also be downloaded from:
<http://www.nycenet.edu/Offices/DFO/PayrollAdministration/MostPopularClicks/payrollforms.htm>

Alternatively, the form may be mailed to:

NYC Department of Education
65 Court Street, Room 1701
Brooklyn, NY 11201

W-2 Hotline: 718-935-3889

Duplicate requests will not be processed before mid February.

VG/ms
Attachments

c: L. Tamburo, UFT
J. Levy, CSA
V. Montgomery-Costa, DC37
F. Scarpinato, Teamsters
R. Hendershat, Teamsters