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Payroll Administration Memorandum Number 11 ***All schools***

Please ensure that your payroll secretary has reviewed the following Payroll Administration Memorandum which can be accessed by [clicking here](#).

Memo #11 – Dated December 14, 2009 **W-2 Deadline Dates for 2009**

In an effort to comply with New York State and Internal Revenue Service reporting requirements for the 2009 W-2s, the New York City's Office of Payroll Administration (OPA) has established deadline dates for processing transactions affecting the issuance of the 2009 W-2. Adherence to these dates is crucial to facilitate the issuance of accurate W-2 information to all New York City Department of Education employees.