



The Division of Financial Operations
Has Published the Following Article in the
January 19, 2011
Edition of
The Principal's Weekly Newsletter



Payroll Administration Memorandum No. 10
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 Employees who are no longer active will have their W-2s mailed directly from the New York City Office of Payroll Administration to the employee's last address on file.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.