

State of Rhode Island  
Department of Administration

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO: Payroll/Personnel Officers  
All State Agencies**

**DATE: February 1, 2019**

**FROM: Louise M. Sawtelle  
Associate Controller - Operations**

**SUBJECT: CY-2018 W-2 Correction Requests  
CPO 19-09**

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Following are instructions for State payroll office staff who need to correct a Rhode Island State Government Employee's W-2 form.

A blank RI State Employee W-2 Correction Request Form for CY-2018 is available in a downloadable Excel format in the Payroll Forms section of the Controller's Office website.

Send the RI State Employee W-2 Correction Request Form and applicable backup information to:

Office of Accounts and Control  
One Capitol Hill, 4th Floor  
Providence RI 02908  
Attention: W-2 CORRECTION

Processed W-2 corrections will be interoffice mailed to the State agency from where they originated for distribution to the employee.

For questions regarding State college-generated W-2 forms, please contact the issuing institution(s).

Please review the information provided and if you have any questions, contact Malcolm Varadian at 222-4997.

**INSTRUCTIONS FOR STATE PAYROLL OFFICES TO REQUEST  
A CORRECTED RI STATE GOVERNMENT EMPLOYEE W-2 FORM**

For security purposes, if a RI State Government employee needs a corrected W-2, the payroll or personnel office where the employee works must request it. Any request for a W-2 correction that does not originate from a State payroll or personnel office cannot be processed.

Therefore, the W-2 correction request form must include the name of the State payroll or personnel staff member who prepares the form, the agency name, and a number where the preparer can be reached.

As in the past, please attach to the W-2 correction request form, a **COPY** of the incorrect W-2 (or W-2's if more than one) issued to the employee for 2018.

**Do not** send a printout of year to date earnings data in place of a copy of the incorrect W2 because it has slightly different information.

Lastly, on the W2-C form, please use the names and box numbers listed below only if you need to correct dollar amounts for any of the following categories:

- |                         |        |
|-------------------------|--------|
| • Deferred Comp         | Box 12 |
| • Tax Shelter           | Box 12 |
| • 414(H) ERS Retirement | Box 14 |
| • 401(A) TIAA / Hybrid  | Box 14 |
| • 401(A) FARP           | Box 14 |
| • PT DEDUCT             | Box 14 |
| • Fringe Income         | Box 14 |
| • Imputed Income        | Box 14 |
| • RIPTA                 | Box 14 |
| • Dependent Care        | Box 10 |

Please continue on to the next page to see samples of the most common W2 errors and the easy solutions for correcting them.

**Instructions for Requesting a Corrected W-2 - Sample Errors and Solutions**

**W2 Error: RI State Government Employee received one or more W-2's with a wrong Social Security Number but all of the wages were due and payable to the employee.**

**Solution:** Prepare one request form with the following information:

Name of Employee  
Employee Address/City/State/Zip  
Payroll Account Number and Budget Object Code  
Correct Social Security Number (Box A)  
Incorrect Social Security Number (Box B)

***DO NOT FILL IN ANY WAGE DATA***

**W2 Error: RI State Government Employee received a W-2 with a wrong Name.**

**Solution:** Prepare one request form with the following information:

Correct Name of Employee  
Employee Address/City/State/Zip  
Payroll Account Number and Budget Object Code  
Social Security Number in Box A  
Incorrect Name of Employee in Box C

***DO NOT FILL IN ANY WAGE DATA***

**W2 Error: RI State Government Employee received one W-2 with dollar amounts that are incorrect.**

**Solution:** This situation will require you to send in a check change attached to the W-2 correction request. When you have prepared the check change documentation, prepare one W-2 correction request form with the following information:

Name of Employee  
Employee Address/City/State/Zip  
Payroll Account Number and Budget Object Code  
Social Security Number (Box A)

**For Boxes 1 through 17, only make an entry in a box if you need to correct a dollar amount. Do not enter a dollar amount in any box that you do not need to correct. Therefore:**

In the **PREVIOUSLY REPORTED** column of the request form, enter only the dollar amounts reported on the original W-2 that need correcting. Do not enter a dollar amount in any box that you are not correcting.

In the **CORRECT INFORMATION** column, enter only the amounts that you are correcting. Do not enter a dollar amount in any box that you are not correcting.