State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: **Chief Payroll Officers**
All State Agencies

DATE: January 31, 2011

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

SUBJECT: **Duplicate W-2 Forms**
CPO 11-13

Duplicate W-2 request forms for State of Rhode Island Government employees are available for download from the Accounts and Control website, under FORMS section, sub-section Payroll Forms.

Employees must submit a request for a duplicate W-2 to you. You are directed to download the proper request form, complete it and forward the form to the Office of Accounts and Control, Central Payroll Office, One Capitol Hill 4th Floor. The Office of Accounts and Control will not process request forms received directly from employees. You may also fax the request form to us at 222-1596.

Please be advised that we will not issue a duplicate W-2 for the latest calendar year until after February 15th.

Please contact Payroll Supervisor Nelia Coelho at 222-5635 (Nelia.Coelho@doa.ri.gov) with any questions.