

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 7, 2011

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

**SUBJECT: Payroll Check Change Deadline for 2011 Wages
CPO 12-04**

Since the last payday of calendar year 2011 is on Friday, December 23, our office must begin final preparation for producing the 2011 W-2 forms by the close of business on Tuesday, January 3, 2012.

Therefore, any and all check changes involving wages paid during calendar year 2011 must be received in our office by Tuesday, January 3, 2012.

Thank you for your cooperation.