

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 9, 2013

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

**SUBJECT: Check Change Deadline for 2013 Wages
CPO 14-02**

Since the last payday of calendar year 2013 is on Friday, December 20, our office must begin final preparation for producing the 2013 W-2 forms by the close of business on Friday, January 3, 2014.

Therefore, any and all check changes involving wages paid during calendar year 2013 must be received in our office by Friday, January 3, 2014.

Thank you for your cooperation.