

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 16, 2015

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

**SUBJECT: Payroll Check Change Deadline for CY-2015 Wages
CPO 16-05**

Since the last payday of calendar year 2015 is Thursday, December 31, our office must begin final preparation for producing the 2015 W-2 forms by the close of business on Thursday, January 6, 2016.

Therefore, any and all payroll check changes involving wages paid during calendar year 2015 must be received in our office by close of business Thursday, January 6, 2016.

Thank you for your cooperation.