

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: January 11, 2016

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

**SUBJECT: Distribution of Employee W-2 Forms
CPO 16-06**

The Office of Accounts and Control will distribute employee W-2 forms for 2015 to state agency payroll offices. You, in turn, will be responsible to distribute them to the employees of your agency.

The following procedures will be implemented for distribution of employee W-2 forms for 2015:

- You are to provide the name of the employee assigned to pick up the employee W-2 forms from the Office of Accounts and Control. Please send via e-mail to Nelia Coelho (Nelia.Coelho@doa.ri.gov) the name of your agency and the name of the employee assigned to pick up the W-2 forms for your agency.
- A state employee photo identification card must be displayed by the staff member that picks up the W-2 forms for your department/agency. If your agency does not issue photo identification cards to employees, the person assigned to pick up will have to display a state driver's license with photo.
- The employee assigned to pick up the employee W-2 forms, will be required to sign a log confirming that they have received your agency's forms from the Office of Accounts and Control.
- We plan to have the W-2 forms available for pick up the last week of January 2016.
- **A notification will be sent via email to all payroll offices when the W-2 forms are available to be picked up.**

These procedures are being implemented to insure that sensitive personal data of employees is protected from improper distribution.

Thank you.