

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

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

**DATE:** February 01, 2023

**FROM:** Carol Lincoln  
Associate Controller - Payroll

**SUBJECT:** Duplicate W-2 Request Forms  
CPO 23-16

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All State Employee W2 Wage and Tax Statements were mailed out on Friday, January 27, 2023 via United States Postal Service.

The Central Payroll Office will begin accepting requests for duplicate W2's **AFTER** February 15, 2023.

The "*Duplicate W2 Request Form*" can be found on the Employee PayStub RI website, <https://www.ri.gov/app/DOA/payroll/>.

Once the form is completed, the employee should print, sign and email it to [DOA.CentralPayrollForms.doa.ri.gov](mailto:DOA.CentralPayrollForms.doa.ri.gov). Please do not send these requests to individual email addresses.

The Central Payroll Office processes the requests for duplicate W2's as quickly as we can. The duplicate W2's are printed at our Operations Center and then sent up to our office at 1 Capitol Hill for distribution. This process can take up to a week.