

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: January 26, 2024

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

**SUBJECT: Distribution of Employee W-2 Forms
CPO 24-09**

The Office of Accounts and Control will be distributing 2023 W-2 forms to State employees **by U.S. mail only**.

We anticipate mailing each employee's W-2 form to the employee address on file with the Division of Human Resources next week.

In the unlikely event that the employee *does not have an address on file*, the following procedures should be followed:

- The Agency/Department is to send via e-mail to Nelia Benevides (Nelia.Benevides@doa.ri.gov) the name of your agency and the name of the employee assigned to pick up the *W-2 forms with no mailing address*.
- 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 **with no mailing address**, will be required to sign a log confirming that they have received these forms from the Office of Accounts and Control.
- **A notification will be sent via email to all payroll offices when the W-2 forms are ready to be picked up.**

These procedures are being implemented for the safety of our employees and to ensure that the sensitive personal data of employees is protected from improper distribution.

Thank you.