

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: February 16, 2024

FROM: Carol Lincoln
Associate Controller - Payroll

SUBJECT: Duplicate W-2 Request Processing
CPO 24-12

All State Employee W2 Wage and Tax Statements were mailed out on Wednesday, January 31, 2024, via United States Postal Service.

The Central Payroll Office will begin **PRINTING** duplicate W2's **beginning February 21, 2024**.

We receive hundreds of requests each week and cannot respond to individual emails inquiring to the status of printing or mailing. Duplicate W2's will be printed ONCE A WEEK on Wednesday and mailed out by Friday.

The "*Duplicate W2 Request Form*" can be found on the Employee PayStub RI website.

Once the form is completed, the employee should print, sign and email it to Sara.Schiavoni.CTR@Doa.ri.gov.