

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: March 17, 2025

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

**SUBJECT: Duplicate W-2 Request Processing
CPO 25-11**

Beginning March 17, 2025, the completed Request for Duplicate W2 form should be printed, signed, and emailed to nelia.benevides@doa.ri.gov.

Duplicate W2's will continue to be printed ONCE A WEEK on Wednesday and mailed out by Friday.