



**Department of
Education**

Dennis M. Walcott, Chancellor

PAYROLL ADMINISTRATION MEMORANDUM

NO. 10 2011-2012

Francine Perkins Colón
Chief Administrator
Payroll Administration
Division of Financial Operations

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George Vasiliou
Executive Director

DATE: January 13, 2012
TO: CFN Executive Directors (Via Email)
Principals (Via Principal's Weekly)
Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: Calendar Year 2011 W-2 Distribution

Please be advised that the 2011 W-2s will be delivered to the schools for distribution on Tuesday January 31, 2012.

Payroll Secretaries and/or timekeepers should immediately return any W-2s that were incorrectly sent to their school or office. Included in your packet are pre-labeled envelopes to facilitate these returns.

These W-2 returns must be sent to:

NYC Department of Education
Division of Financial Operations
Office of Payroll Administration
Attn: W-2 Unit
65 Court Street, Room 1400
Brooklyn, NY 11201

Employees who are no longer active will have their W-2s mailed directly, from the New York City Office of Payroll Administration, to the employee's home address on file.

If you have any questions, please call Payroll Administration at 718-935-2651.

FPC/mw

C: Veronica Conforme
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