



**Department of
Education**

Carmen Fariña, Chancellor



Francine Perkins Colón
Chief Administrator
Payroll Administration
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM

2014-2015

NO. 07

DATE: January 28, 2015

TO: CFN Executive Directors (Via Email)
Principals (Via Principals' Weekly)
Payroll Secretaries/Timekeepers (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: Calendar Year 2014 W-2 Distribution

Please be advised that the 2014 W-2s will be delivered to the schools and offices for distribution on Friday January 30, 2015.

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Employees who are no longer active will have their W-2s mailed directly, from the New York City Office of Payroll Administration, to the employee's home address on file.

Please note that any information related to LODI, and Domestic Partners that is not included on the original W2 was received by the NYC Office of Payroll Administration (OPA) after they ran and will require a W2 amendment which they will process automatically and mail out to the affected employees.

If you have any questions, please call Payroll Administration at 718-935-4373.

FPC/mw

C: Michael Tragale
Lawrence Becker
Kevin Monroe
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Ann Chisholm