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PAYROLL ADMINISTRATION MEMORANDUM NO. 11, 2009-2010

DATE: December 14, 2009

TO: ISC Executive Directors (via email)
Principals (via "Principal's Weekly Newsletter")
Payroll Secretaries/Timekeepers (via Email)

FROM: Judith Hederman 

SUBJECT: **W-2 Deadline Dates for 2009**

In an effort to comply with New York State and Internal Revenue Service reporting requirements for the 2009 W-2s, the New York City's Office of Payroll Administration (OPA) has established deadline dates for processing transactions affecting the issuance of the 2009 W-2. Adherence to these dates is crucial to facilitate the issuance of accurate W-2 information to all New York City Department of Education employees.

- Electronic Fund Transfer (EFT) reversals, manual check refunds, PMS check refunds, and motor vehicle/parking fringe benefits will be correctly reflected on the W-2 as well as the employee's year-to-date on the last pay statement, for transactions received prior to 12/21/09.
- EFT reversals, manual check refunds, PMS check refunds and motor vehicle/parking fringe benefits will be correctly reflected on the W-2 for transactions received prior to 12/21/09. However, the year-to-date amounts on the employee's last pay statement **will not** reflect this transaction.

Please note that all EFT reversal requests must be received no later than midday on Monday 12/21/09 in order to be included on the 2009 W-2. Questions regarding EFT and/or EFT reversals must be directed to the EFT Unit at (718) 935-3545. The fax number is (718) 935-3702.

- All undistributed paper checks must be received by Check Management **no later than 12/28/09** so that the return/cancellation can be correctly reflected on the employee's 2009 W-2. As 12/23/09 is the last day before the holiday, every effort must be made to return any undistributed checks to the Check Management by this date. This will ensure that checks, which employees are not entitled to and did not receive, are not included in the employee's 2009 W-2.

Any questions regarding the paper check return deadlines should be directed to Check Management at (718) 935-2219.

FPC/oz

c. V. Giordano, F. Perkins-Colon, A. Lopez, J. Blundo, R. Carlo, E. Knipping, F. Chiodini