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Payroll Administration Memorandum Number 8

Please bring to the attention of your Payroll Secretary the Payroll Administration Memorandum outlined in the chart below. You may access this memorandum by [clicking here](#).

Number	Date	Subject
8	January 18, 2008	<p>W-2 Distribution</p> <p>The 2007 W-2's are being delivered to schools this week for distribution.</p> <p>Please be aware of the following:</p> <ul style="list-style-type: none">• If a W-2 is sent to the incorrect school/office, the payroll secretary is to return the W-2's immediately to the following address: NYC Department of Education Attention: W-2 Unit 65 Court Street, Room 1003 Brooklyn, NY 11201 <p>Please call 718-935-3843 when returning.</p> <ul style="list-style-type: none">• Employees who are no longer active will have their W-2's mailed directly from the city. <p>The duplicate/correction form (click here) must be notarized if an employee is requesting a duplicate W-2 due to a change in address.</p>