



MEMO

DATE: October 24, 2005

TO: All State Employees

FROM: Marta I. Santiago
John Trombly

RE: W-2 Forms

We have been notified by the Office of the State Comptroller (OSC) that all W-2's will be mailed to employees this year.

Please check the address that is reflected on your payroll advice or direct deposit advice. If this is not correct, please contact Payroll at x2227 with the correct address. Corrections must be communicated to us no later than December 2, 2005.

nl

