




Vincent A. Giordano
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Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM - NO. 19, 2008 – 2009

DATE: January 21, 2009

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries

FROM: Vincent A. Giordano 
Executive Director

SUBJECT: **W-2 Distribution**

Please be advised that the 2008 W-2's will be delivered to schools for distribution on Friday January 30, 2009. Employees who are no longer active will have their W-2's mailed directly from the city.

A letter to the payroll secretary/timekeeper will be included to advise of the following:

- 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 1701
Brooklyn, NY 11201

A pre-labeled return envelope has been provided for any W-2 returns

VAG/co

c: G. Raab, J. Hederman, A. Lopez, F. Perkins-Colon, M. Spelman, H. Sheikowitz