

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** February 05, 2021

**FROM:** Carol Lincoln  
Associate Controller - Payroll

**SUBJECT:** Duplicate W-2 Request Forms  
CPO 20-09

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The “*Duplicate W2 Request Form*” has been moved from the Accounts and Control website to PayStub RI. This move will make it possible for the State to verify that the person making the request has the appropriate credentials to receive the information.

The form has also been updated in the following areas:

- It is now *‘fillable’*. Employees can type right onto the form. This will minimize the possibility of misinterpreting a number or character.
- The employee can select the year they are requesting. This will allow the employee to use the form for any year they need a copy of.
- We have also added information fields that will enable Central Payroll to contact the employee in the event there is a question with the information on the form.

Once the form is completed, the employee will print, sign, and email the form to [DOA.CentralPayrollForms@doa.ri.gov](mailto:DOA.CentralPayrollForms@doa.ri.gov).

Central Payroll will process “*Duplicate W2 Request Forms*” once a week on Wednesdays. They will ONLY be mailed to the address currently on record with the Division of Human Resources or sent via interoffice mail to the Agency. The employee can select their preferred delivery method. W2’s cannot be picked up at Central Payroll.

Central Payroll will not make any address changes to an employee’s file based on information written on the form or included in an email. **All change of address and/or address verification requests must go through the Division of Human Resources.**

In the unlikely event that the employee does not have an address on file, the W2 will be sent to the employee’s Agency/Department Human Resources Representative.

These procedures are being implemented to help ensure that the sensitive personal data of employees are protected from improper distribution.

Thank you.