



JANET NAPOLITANO
GOVERNOR

WILLIAM BELL
DIRECTOR

ARIZONA DEPARTMENT OF ADMINISTRATION

GENERAL ACCOUNTING OFFICE
100 NORTH 15th AVENUE • SUITE 302
PHOENIX, ARIZONA 85007
Phone: (602) 542-5601 • Fax: (602) 542-5749

MEMORANDUM

TO: All State Agency HR/Payroll Offices

FROM: D. Clark Partridge, State Comptroller

DATE: January 15, 2008

SUBJECT: GAO Returned W-2 Procedures

Effective January 2008, the procedures for handling original W-2s returned to the State has been modified. In an effort to be more efficient and get returned W-2s to employees faster, all original W-2s for active employees returned to the GAO will be forwarded to the appropriate State agency. All original W-2s for inactive employees returned will remain on file with GAO.

To prevent the need to open the W-2, a new information line has been provided which indicates the employee's check locator code. This new information line will be visible through the envelope window above the employee name. The check locator code in conjunction with the employee name should be used to provide the W-2 directly to the employee at their worksite immediately. If the employee has been terminated, please return the original W-2 to GAO. If you are unable to provide the W-2 to the employee within 10 business days of receipt, please return the W-2 to GAO. If the employee is picking up the W-2 at the agency personnel or payroll office, it should only be released to the employee upon validation of identification.

To preserve the confidentiality of employee information, do not open the W-2, do not fax, scan, e-mail or attempt to re-mail the original W-2.

For more information, please refer to the instructions on the duplicate W-2 request form, revised January 2008, available on GAO website at www.gao.state.az.us/onlineforms/. If you have questions about the process please send an e-mail to central.payroll@azdoa.gov with subject line "Returned W-2".