



**Department of
Education**

Carmen Fariña, Chancellor



Francine Perkins Colón
Chief Administrator
Payroll Administration
Division of Financial Operations

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PAYROLL ADMINISTRATION MEMORANDUM

2017-2018

NO. 10

DATE: January 19, 2018

TO: FSC Directors (Via Email)
Principals (Via Principals' Weekly)
Payroll Secretaries/Timekeepers (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: **Calendar Year 2017 W-2 Distribution**

Please be advised that the 2017 W-2s will be delivered to the schools and offices for distribution on Wednesday January 31, 2018.

Payroll secretaries and/or timekeepers should immediately return any W-2s that were incorrectly sent to their school or office. Included in your packet are pre-labeled envelopes to facilitate these returns.

These W-2 returns must be sent to:

NYC Department of Education
Division of Financial Operations
Office of Payroll Administration
Attn: W-2 Unit
65 Court Street, Room 1400
Brooklyn, NY 11201

Employees who are no longer active will have their W-2s mailed directly, from the New York City Office of Payroll Administration, to the employee's home address on file.

If you have any questions, please call Payroll Administration/W2 Unit at 718-935-4373.

FPC/mw

C: Richard Carlo
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