State of Rhode Island
Department of Administration

INTER-OFFICE   MEMORANDUM

Office of Accounts and Control

TO: **Payroll/Personnel Officers**   **DATE: January 28, 2013**
                All State Agencies

FROM: **Louise M. Anderson**
                Associate Controller - Operations

SUBJECT: **CY-2012 W-2 Correction Requests**
                CPO 13-14

Following are instructions for correcting a Rhode Island State Government Employee's W-2 form. Please print out these instructions for review.

A blank RI State Employee W-2 Correction Form for CY-2012 is available in a downloadable Excel format in the Forms section of the Controller's Office website in the Payroll Forms subsection.

Send your RI State Employee W-2 Correction Form and applicable backup information to:

        Office of Accounts and Control
        One Capitol Hill, 4th Floor
        Providence RI 02908
        Attention: Malcolm Varadian / W-2 CORRECTION

Processed W-2 corrections will be sent to the agency from where they originated for distribution to the employee.

For questions regarding college-generated W2's, please contact the issuing institution(s).

Please review the information provided and if you have any questions, contact Malcolm Varadian at 222-4997.

INSTRUCTIONS FOR REQUESTING A CORRECTED
RI STATE EMPLOYEE W-2 FORM

For security purposes, if a RI State employee needs a corrected W-2, the payroll or personnel office where the employee works must request it. Any request for a W-2 correction that does not originate from a State payroll or personnel office cannot be processed.

Therefore, the W-2 correction request form must include the name of the State payroll or personnel staff member who prepares the form, the agency name, and a number where the preparer can be reached.

As in the past, please attach to the W-2 correction request form, a **COPY** of the incorrect W-2 (or W-2's if more than one) issued to the employee for 2012.

Do not send a printout of year to date earnings data in place of a copy of the incorrect W2 because it has slightly different information.

Lastly, please use the names and box numbers listed below only if you need to correct dollar amounts for any of the following categories:

- Deferred Comp   Box 12
- Tax Shelter   Box 12
- 414(H) ERS Retirement   Box 14
- 401(A) TIAA / Hybrid   Box 14
- Flex Plan   Box 14
- Fringe Benefits   Box 14
- Imputed Income   Box 14
- Dependent Care   Box 10

Please continue on to the next page to see samples of the most common W2 errors and the easy solutions for correcting them.

<u>Instructions for Requesting a Corrected W-2 - Sample Errors and Solutions</u>

Error: Employee received one or more W-2's with a wrong Social Security Number but all of the wages were due and payable to the employee.

Solution: Prepare one request form with the following information:

> Name of Employee
> Employee Address/City/State/Zip
> Payroll Account Number and Budget Object Code
> Correct Social Security Number (Box A)
> Incorrect Social Security Number (Box B)

DO NOT FILL IN ANY WAGE DATA

Error: Employee received a W-2 with a wrong Name.

Solution: Prepare one request form with the following information:

> Correct Name of Employee
> Employee Address/City/State/Zip
> Payroll Account Number and Budget Object Code
> Social Security Number in Box A
> Incorrect Name of Employee in Box C

DO NOT FILL IN ANY WAGE DATA

Error: Employee received one W-2 with dollar amounts that are incorrect.

Solution: This situation will require you to send in a check change attached to the W-2 correction request. When you have prepared the check change documentation, prepare one W-2 correction request form with the following information:

> Name of Employee
> Employee Address/City/State/Zip
> Payroll Account Number and Budget Object Code
> Social Security Number (Box A)

> **For Boxes 1 through 17, only make an entry in a box if you need to correct a dollar amount. Do not enter a dollar amount in any box that you do not need to correct. Therefore:**

> In the **PREVIOUSLY REPORTED** column of the request form, enter only the dollar amounts reported on the original W-2 that need correcting. Do not enter a dollar amount in any box that you are not correcting.

> In the **CORRECT INFORMATION** column, enter only the amounts that you are correcting. Do not enter a dollar amount in any box that you are not correcting.