



University of Massachusetts
Amherst
330 Whitmore Administration Building
181 Presidents Drive
Amherst, MA 01003-9313

Division of Human Resources

voice: 413.545.0380
fax: 413.545.0483
www.umass.edu/humres

DATE: January 16, 2009
TO: Deans, Directors, Department Heads, Personnel Coordinators,
Office Managers and Timekeepers
FROM: Lois Sadowski, Manager of Payroll Services
SUBJECT: W-2 Information and Distribution Guidelines

The University will issue the 2008 W-2 Wage and Tax Statements on Friday, January 16, 2009. Staff members who are responsible for the distribution of W-2s within their department(s) should ensure that W-2s are personally handed to each employee. In the event an employee is away or has terminated employment, please follow the guidelines below. These guidelines meet IRS compliance regulations and will ensure that W-2 forms reach employees in good condition and in a timely manner.

Guidelines for Mailing

- Any W-2 that cannot be personally delivered to an employee should be placed in metered mail **no later than January 30, 2009.**
- Before mailing, verify that the W-2s have an address pre-printed on them. If you find one without an address and have the information on file, you can type this on a label and affix it to the W-2. Otherwise, please return the **unaddressed** W-2 to the Payroll Office, Room 325, Whitmore Administration Building no later than January 26, 2009.
- A W-2 that's being forwarded to an address outside the continental United States, should be sent in a business-size envelope marked "AIR MAIL."

Requests for Copies of a W-2 Statement

Employees who did not receive a W-2, or who need a duplicate for tax calendar year 2008, may request copies:

by email: hrequest@admin.umass.edu
or
by contacting the Payroll Services Office by phone: 413-545-3761 or 413-545-0391
or
FAX: 413-545-0483.

Please circulate as needed within your department.