



University of Massachusetts Amherst
Human Resources
330 Whitmore Administration Building
181 President's Drive
Amherst, MA 01003

phone: 413.545.0380
fax: 413.545.0483

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Lois Sadowski
Manager of Payroll Services

DATE: January 18, 2007

SUBJECT: 2006 W-2 Information and Distribution Guidelines

The University will issue the 2006 W-2 Wage and Tax Statements on Friday, January 19, 2007. 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 W-2 Statements

- Any W-2 that cannot be personally delivered to an employee should be placed in metered mail no later than January 31, 2007.
- 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, 2007.
- 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 2006, may request copies by email: hrequest@admin.umass.edu or by contacting the Payroll Services Office by phone, 545-3761, 545-0391 or FAX, 545-0483.

Please circulate as needed within your department.