



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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December 13, 2007

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-18

TO: ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Form W-2 Processing for 2007

The Office of State Uniform Payroll (OSUP) is responsible for the processing/issuance of 2007 Forms W-2. Original forms will be mailed directly to each employee before the January 31, 2008 deadline. Agencies will not receive copies of the 2007 Forms W-2. OSUP will report 2007 W-2 information to the Internal Revenue Service through the Social Security Administration for all ISIS HR Paid Agencies and to the appropriate state revenue departments.

Forms W-2 will be mailed to employee's mailing address or permanent address if there is no mailing address. It is important for agencies to verify the mailing address for each employee, especially those employees displaced due to Hurricanes Katrina and Rita. Agencies may want to utilize the Employee Address Report (ZP120) for verification of addresses.

**NOTE: If an employee's mailing address was changed in ISIS HR to have a check sent to the agency for a special circumstance (ex. termed employee), the mailing address infotype (IT0006, Subtype 5) must be changed back to the employee's mailing address. If this is not done, the Form W-2 will be mailed to the agency, and the address reported to IRS/SSA will not be correct.**

If an employee has multiple personnel numbers (dual employment), he/she will receive multiple Forms W-2. Make sure the address is correct for each personnel number.

Reminder: Employees should be advised that the Form W-2 is the official form to be used to complete IRS Form 1040. Employees should not use the YTD figures on their payroll statement to complete the IRS Form 1040.

Agencies are responsible for the information reported on the Forms W-2. Refer to the following OSUP Memoranda for information on W-2 items to review:

[#2002-29](#) Use of FICA Refund Codes by Agencies

[#2003-15](#) Characters Allowed for Address Line 1 & 2 on Infotype 0006

- #2006-09 OSUP Policy on Worker's Compensation
- #2006-19 OSUP Policy on Retirement Contribution Adjustments
- #2006-49 OSUP Policy on Single Day Travel Meal Payments
- #2007-08 Importance of Addresses in ISIS HR
- #2007-24 Tax Withholding Procedures for Non-Resident Alien Employees
- #2007-32 Increase to Deferred Compensation and Tax Shelter Annuity Limits for Calendar Year 2007
- #2007-33 Employee Claims - March 2007 Quarter \*
- #2008-05 Employees Living and/or Working in Another State or Country
- #2008-06 Social Security Number Verification
- #2008-08 Employee Claims - June 2007 Quarter \*
- #2008-11 Fringe Benefits Reporting for Calendar Year 2007
- #2008-12 Review of Tax Shelter Year-to-Date Deductions
- #2008-14 Employee Claims - September 2007 Quarter \*
- #2008-17 IRS Forms 1099-MISC and 1099-INT for Calendar Year 2007

\*Agency specific employee details were e-mailed to the Employee Administrator and HR Director.

If agencies know of any problems that may require adjustments to correct an employee's Form W-2, contact the OSUP Wage and Tax Administration (WTA) Unit as soon as possible. This will help reduce the number of Forms W-2c required for 2007.

Duplicate Forms W-2 will be issued by OSUP. All requests must be submitted on Form [OSUP/F037](#) (Request for Duplicate). The OSUP/F037 form(s) should be completed by the employee and Employee Administration (EA)/Payroll Office. Agencies should check the following items prior to submission to OSUP. Failure to do so may cause a delay in the reprint.

1. The employee has indicated the appropriate year of the W-2 being requested.
2. The Employee Administration section is completed.
3. The employee's address is updated in ISIS HR.

Agencies are also reminded that employees should not receive both Form W-2 and Form 1099 except in certain situations. The reporting of deceased wages (1099 MISC) and/or interest

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-18

December 13, 2007

Page 3 of 3

payments (1099 INT) require the reporting on a Form 1099. In these circumstances OSUP must be notified immediately to ensure proper reporting. Compliance audits are being performed by the IRS for instances where an employee has received both a Form W-2 and 1099.

All employee questions regarding 2007 W-2 processing and issuance of duplicate Forms W-2 must be addressed by the agency. Agencies must not forward employee calls to OSUP. Agency questions regarding 2007 W-2 processing should be directed to a member of the OSUP WTA Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Tiko Ary	342-1651	Cindy McClure	342-5346
Gary Bennett	342-1652	Tracy Smith	219-0191
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