

FINANCE PROCEDURE MANUAL	TITLE: Returned W-2s	
	NUMBER: FIN-PAY-015	VERSION: 01
	ISSUED DATE: 10/1/2010	REVISION DATE: 4/25/2014

➤ **Purpose:**

Handling of year-end tax statements that are returned due to an incorrect address.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

W-2: Year-end income and tax statement sent to government agencies and each employee

➤ **Responsibility:**

Payroll: Runs W-2 statements from PantherNet and mails statements to employees.

➤ **Procedure Details:**

1. Payroll mails W-2 forms to employees (see Procedure FIN-PAY-014).
2. If W-2 is returned by the U.S. Post Office as undeliverable, Payroll contacts the employee for a correct address or delivery instructions.
3. Payroll initiates a reprint of the needed W-2 statements once a week.
4. Payroll mails the W-2 statements to the corrected address.
5. Payroll retains the W-2 statements that were returned to the College.

➤ **References:**

The Internal Revenue Code Title 26 of the United States Code (USC):

http://uscode.house.gov/download/releasepoints/us/pl/113/100+u1/pdf_usc26@113-100+u1.zip

College Board Policy:

6Hx-18-4.32

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.32.pdf>