



Office of the State Comptroller

PAYROLL BULLETIN

Subject Preparing For Year End	Bulletin No. P-957
	Date October 28, 1997

Return Checks (Form AC-230)

The W-2 process is complex and must be completed in a relatively short time. Please help us by reviewing your payroll records now and processing any return checks you may have. Please include a copy of the paystub or payroll register for each check along with Form AC-230. Do not hold any refunds until the end of the year. The longer refunds are held, the more difficult the W-2 process becomes for us.

Payroll Dates for 1997 Tax Statements

Since there is an Institution Payroll due on a Holiday, January 1, 1998, this pay date will be moved up to December 31, 1997. Wage and tax information for this payroll will be included in the 1997 Tax Statements. Thus, employees paid on the Institution payroll cycle will have 27 pay dates included in the 1997 Tax Statements. The following provides the inclusive dates for the 1997 Tax statements for both Payroll cycles:

Institution - 1/2/97 through 12/31/97

Administration - 1/8/97 through 12/24/97