



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b>  Instructions for Correcting 1997 1042-S Forms Issued to Non-Resident Aliens	<b>Bulletin No.</b> P-997
	<b>Date</b> April 24, 1998

The following instructions are provided to assist Payroll Officers in preparing corrected 1042-S forms.

1. a. Obtain the original 1042-S from the employee.  
b. If the original 1042-S is not available, type a replacement 1042-S using the information provided on the PRG-16B (State of New York 1997 Payroll Summary 1042S Listing).  
c. Enter an **X** in the '**VOID**' box.
2. a. Type a new 1042-S correcting the incorrect information and repeating all other information.  
b. Enter an **X** in the '**CORRECTED**' box.
3. Keep a xerox copy of the '**VOIDED**' and '**CORRECTED**' 1042-S forms for your records.
4. Submit all available copies of the '**VOIDED**' 1042-S and copy A and copy E of the '**CORRECTED**' 1042-S to:

Ms. Eileen Cooper  
Office of the State Comptroller  
Deduction Section - Bureau of Payroll Audit  
A. E. Smith State Office Building - 8<sup>th</sup> Floor  
Albany, New York 12236

5. If as a result of the 1042-S correction, a new or corrected W-2 is required, refer to Payroll Bulletin P-968 for instructions.

If you have any questions concerning this procedure, contact the Payroll Deduction Section at 518-473-1989.