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LIEUTENANT GOVERNOR

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DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 09-004

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Jan Ramezan *JK*  
Human Resources Director

**SUBJECT:** 2008 Forms W-2

**DATE:** January 21, 2009

Please be advised that the 2008 Form W-2 was mailed January 16, 2009, to employees using the mailing address that was current at the time the W-2 file was created (January 8, 2009). Employees should be further advised that Form W-2 is the official form to be used to complete IRS Form 1040. Employees **should not** use the YTD figures on their earning statements.

### Address Changes

All address changes should be forwarded to the Human Resources Office by completing the "Change of Address Form" which can be found on Channel Z under Human Resources Forms, or the employee can update using LEO. Forwarding service was requested when the forms were mailed. If an employee's address has changed and the employee has an active forwarding service, the Form W-2 will be sent to the forwarding address. When Forms W-2 are returned to the Division of Administration due to an incorrect address, the ISIS HR system will be checked for the correct address. These forms will be processed and sent to the correct address as they are received and corrected.

### Duplicate W-2's

Beginning February 2, 2009, duplicate 2008 Forms W-2 will be available to employees through Louisiana State Employees Online (LEO). There will be on-line help available for reprinting these forms. Any questions regarding this should be directed to the Human Resources Office at (225) 342-0880.

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If for any reason a duplicate cannot be printed from LEO, the Office of State Uniform Payroll (OSUP) will accept requests for duplicate 2008 Forms W-2 beginning February 16, 2009. This will allow time for forms with incorrect addresses to be forwarded by the United States Postal Service to the forwarding address and allow time for any forms returned to OSUP to be forwarded to the correct address. For this reason, no requests for duplicate 2008 Forms W-2 will be accepted until February 16, 2009. All reissued forms will be mailed directly to the employee.

JR:cm

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