

PAYROLL BULLETIN

Issue Number: 117

December 10, 2007

Subject: Distribution of 2007 Tax Forms – W-2 and 1042-s

Both tax forms W-2 and/or 1042-s for all monthly and biweekly paid employees as well as monthly paid student employees who worked in 2007, and who have not been terminated in the DHRS payroll system, will be distributed **Tuesday, January 15, 2008 thru Friday, January 18, 2008.**

Forms will be distributed in batches for each department check code. *Departments should send a representative to pick up tax forms as follows:*

<u>Medical School</u>	Pick up forms at Medical Finance based on your department's existing pick up schedule for payroll related items.
<u>Rosenstiel School</u>	Business Office.
<u>Coral Gables</u>	Check Distribution, 129 Ashe, 9:00am – 4:30pm

Department administrators are asked to return any unclaimed W-2 and/or 1042-s forms in their possession on **Wednesday, January 23, 2008** to:

Payroll Office
241 Max Orovitz
Locator 1425

Tax forms for all of the following employees will be **mailed** to their permanent address between January 14, 2008 to January 31, 2008

- * Temporary Pool Employees
- * Biweekly Paid Students
- * Terminated Employees

Please visit the payroll website at www.miami.edu/payroll for payroll related forms and information.

Payroll Office
P.O. Box 248106
241 Max Orovitz Building
Coral Gables, Florida 33124-1425
(305) 284-3664