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Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

TO: All State Agencies
FROM: Robert J. Murphy, Director
Central Payroll Bureau
DATE: November 9, 2015
SUBJECT: Employee Address Data

All State of Maryland employees need to maintain up to date address information for timely distribution of their Annual Wage and Tax Statement (W-2 form). Requests to add or correct addresses must be received in this Bureau by **December 1, 2015**, to assure inclusion on the 2015 W-2 Wage and Tax Statements.

Additionally, having a valid address on file is vitally important for mailing information concerning payroll deduction changes which may affect employee benefits and take home pay.

To avoid any inconvenience employees should verify the address that we have on file for them. Our Web site's Payroll Online Service Center - "POSC" - makes it convenient to review and update addresses electronically. Active employees should verify addresses shown there.

To expedite an address change the "POSC" application allows the employee to submit their address update and have it processed faster than using a hard copy form.

An address may also be updated by a hard copy W4/MW507 form which is available to download from our Central Payroll Bureau Web site -

http://comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services

Click on General Information – Forms

The W4 form must be completed in its entirety. Federal and State tax information must be completed as well as the complete address section. Once the form is completed it should be mailed to Central Payroll Bureau at the address on the form.

Your assistance in getting this important information distributed to the employees of your agency is appreciated.