



North Carolina Department of Health and Human Services Office of the Controller

Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

Gary H. Fuquay, Controller
(919) 733-0169

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2020 Mail Service Center
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LOCATION:
616 Oberlin Road
Raleigh, NC

Date

To: Roger Farmer
Office of the State Controller

From: Gary H. Fuquay

Subject: Request for (YEAR) W-2C

This is to request an adjustment to a (year) W-2 due to a (human resource/payroll) error. (Employee Name and Social Security Number) received payment (date overpaid) for (monthly, longevity, premium, etc) in error. (Employee Name) was contacted immediately and (mailed or delivered) a check dated (date of check) for the net amount of (amount on check.) However, due to (human resource/payroll) error there was never a personal check refund completed and this in turn made the issued W-2 incorrect.

Attached to this memo is the original personal refund worksheet as well as a copy of the (year) W-2 form. Please issue a W-2C form that reflects these corrections. We will ensure that the employee is aware that she will be responsible for filing an amended tax return for (year).

Thank you in advance for your assistance, and please feel free to contact Laketha Miller or Mary McGregor of my staff at 715-8917 if you have any questions.

Attachments

Cc: Laketha Miller
Mary McGregor
Annette Chandler

(2/28/01)