



GEORGE W. LINDBERG  
COMPTROLLER  
STATE OF ILLINOIS

PAYROLL BULLETIN  
(20 - 74)

201 STATE HOUSE  
SPRINGFIELD, ILLINOIS 62706  
217/782-6000

TO: All State Agencies, Departments, Boards, Commissions  
and Universities

SUBJECT: W-2 Mailing Addresses

The Office of the Comptroller will be mailing wage and tax statements (W-2's) directly to State employees for the 1974 tax year.

It is imperative that the employee mailing addresses on file in this office be accurate. We are asking your help and cooperation in verifying the accuracy of these addresses.

Attached are two copies of a listing of employees of your agency receiving wages during 1974 and their mailing addresses. The listing contains the addresses on our file and a space in which address corrections may be made.

Beginning the first week of November 1974 each employees' payroll warrant stub will contain the mailing address currently on file in this office. Please have each employee verify this address. If a change is to be made, please enter the change on the listing in the space provided next to the printed name and address. Each address must contain a state and zip code.

Corrections to these listing are to be made as follows:

Doe, John J.	
1000 Main St.	<u>100 Second St.</u>
Midtown, Illinois	<u>62706</u>

When all corrections have been made, please have the payroll officer sign the listing and return it to this office. One copy of the corrected listing must be returned no later than December 1, 1974.

Compliance with this request will help insure that the wage and tax statements will be delivered no later than January 31, 1975.

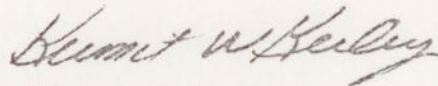
Please alert your employees to check their warrant stubs to verify the accuracy of the address.

Your cooperation will be greatly appreciated.

Should you have any questions concerning this matter, please contact me at (217) 782-4758.

Very truly yours,

George W. Lindberg  
Comptroller



By: Kermit W. Kerley  
Payroll Supervisor

KWK:sjh