



Tuesday, February 3, 2004

## W-2 statements mailed to all employees

By **Jeff Samoray**, OU Web Writer

Tax time is quickly approaching, and W-2 statements have been sent to all Oakland University and student employees. Statements were mailed Jan. 16.

If for some reason your statement has not arrived, you can obtain a copy by contacting the Payroll Office at (248) 370-3472 or [ou-payroll@oakland.edu](mailto:ou-payroll@oakland.edu). Replacement W-2 statements are printed on Thursday afternoons and may be picked up at 121 Vandenberg Hall the following morning.

It's also important to verify that the Payroll Office has your correct mailing address on file.

"If you haven't received your W-2, check your pay stub from your December 2003 check," said Payroll Manager Pam Andrews. "If you have a different address, you'll need to update that with our office. If you moved and did not file a forward order with the post office, then the W-2 may come back to us as undeliverable.

"If someone has questions about the withholdings on the W-2 itself, they should feel free to call or e-mail us."

Active university and student employees can view their active addresses and phone numbers, W-4 tax exemptions/allowances, and W-2 statement online via the SAIL information system. To access this system, start from the Oakland University home page and click on the SAIL button in the lower right corner of the screen. Once logged into SAIL, click on Employee Services from the opening menu.

Federal 1040, 1040A and 1040EZ forms and some schedules for filing taxes are available at the Kresge Library reference desk. Web links to federal and state forms for filing taxes also are available on the home page of the **Kresge Library** Web site.

### SUMMARY

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