



Tuesday, February 4, 2003

W-2 statements mailed

By **Jeff Samoray**, OU Web Writer

Tax time is just around the corner, which means W-2 statements have been sent to all Oakland University employees. All statements were mailed Jan. 28.

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. Replacement W-2 statements are printed on Thursday afternoons and ready to be mailed or picked up at 121 Vandenberg Hall the following morning.

Employees also should check to make sure the Payroll Office has the correct mailing address on file.

"If you haven't received your W-2, check your pay stub from your December 2002 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 also feel free to call or e-mail us."

Active university employees can view their active addresses and phone numbers, W-4 tax exemptions/allowances, and W-2 statement online via the Banner Web for Employees 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.

Michigan 1040 and 1040EZ forms for filing taxes are available at Kresge Library. Federal forms are scheduled to arrive shortly. Links to city, 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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Created by CareTech Administrator (webservices@caretechsolutions.com) on Tuesday, February 4, 2003
Modified by CareTech Administrator (webservices@caretechsolutions.com) on Tuesday, February 4, 2003
Article Start Date: Wednesday, November 19, 2003