

MEMORANDUM

TO: Payroll Processors

FROM: Sherri Rawlings

DATE: November 11, 2003

SUBJECT: Payroll Check Cancellations, Overpayments, and Income Tax Refunds For
Calendar Year 2003-DUE DECEMBER 05, 2003

The Central Payroll Bureau (CPB) in Annapolis has advised us that we must forward all payroll check cancellations and overpayment recoveries to CPB no later than December 05, 2003 for calendar year 2003. Please advise the appropriate person in your department that all requests for payroll check cancellations and overpayment recoveries must be received in **Payroll Services no later than December 05, 2003** so we can submit your documents before the deadline. Transactions processed after December 05 will not be reflected on the employee's initial 2003 W-2 statement.

Any calendar year 2003 overpayment submitted after Dec 5, 2003 will be processed in calendar year 2004. The employee will be required to repay the gross amount of the overpayment, which will include federal and state income taxes withheld. A corrected W-2 statement reflecting the reduction in gross wages will be issued for these employees by CPB.

Refunds of state or federal income taxes for calendar year 2003 will not be processed after December 05. Employees must recover these taxes when filing their 2003 Income Tax forms. If you have any questions, please call me at (301) 405-7480 or Sue Elliott at (301) 405-3708.

cc: Sue Elliott
Dale Hough