



**OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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FINANCE TAM: 2004-015

CONTACT: Payroll Department  
Finance

TELEPHONE: 833-3150

TO: All Principals and Department Heads

FROM: Rita Scallan, Director - Finance

DATE: January 20, 2004

SUBJECT: Federal W-2 Forms, 2003

Enclosed you will find W-2 forms for personnel who have worked at your school or department during calendar year 2003. If you have anyone who is no longer employed at your school, please mail their W-2 form to their current address or the address printed on the W-2 form. ***Please do not send the W-2 form(s) back to the Payroll Department as they are not responsible for mailing the W-2 forms.*** If the W-2 forms are returned to your school by the Post Office, leave them in the original envelope and return them to the Payroll Department no later than January 31, 2004.

If you have an employee who did not receive a W-2 form, please have that employee check with all the schools and/or departments where he/she may have been employed prior to contacting the Payroll Department.

Should you have any questions or need additional information regarding W-2's, procedures and/or instructions, please contact the Payroll Department at 833-3150.