



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

OFFICE OF PERSONNEL MANAGEMENT

**State Payroll Systems**  
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## MEMORANDUM

TO: AASIS Participating Agencies (Users and Service Bureau Agencies)

FROM: Vicki Mills  
DFA State Payroll Systems Manager

SUBJECT: Calendar Year 2014 W-2 Mail-out

DATE January 28, 2015

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The 2014 W2 forms for AASIS participating agencies have been created, printed and mailed. The W-2 forms have been mailed to the employee's home address as reflected in AASIS as of the date the forms were created, 01-22-15. Please allow at least two weeks for mail delivery before requesting replacement copies. We will be accepting requests for W-2 reprints beginning 02-10-15. Requests for reprinting should be made to Nazira Khaidakova at [Nazirat.khaidakova@dfa.arkansas.gov](mailto:Nazirat.khaidakova@dfa.arkansas.gov) or Brittani Wilson at [Brittani.wilson@dfa.arkansas.gov](mailto:Brittani.wilson@dfa.arkansas.gov).

Inquiries from employees regarding the content of their W-2 form are to be addressed by agency payroll personnel. If the agency cannot answer an employee inquiry, please **do not** refer the employee to State Payroll Systems. The **agency** should contact State Payroll systems for assistance so that they can then pass on the information to their employee.

Thank you for your cooperation.

/vm