



**GUAM PUBLIC SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT**

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STANDARD OPERATING PROCEDURES

Effective Date: May 16, 2008

No. 1500-002

SUBJECT: Tax Documentation Re-issuance Requests

INQUIRIES: Payroll Section

This Standard Operating Procedure supercedes all other Guam Public School System (GPSS) regulations previously issued on the topics contained herein.

The Guam Public School System (formerly known as the Guam Department of Education) has maintained the responsibility for issuing GDOE/GPSS Tax Form W-2 and Form W-2C since January 1994. Since that time, re-issued copies requested have been processed by the Financial Affairs Payroll Section by way of carbonized or photocopied duplicates.

Tax Form W-2 and Form W-2C processed by the Payroll Section since Tax Year 2006 have been generated via Financial, Student, & Administrative Information System (F.S.A.I.S.) in laser copy format. As such, all re-issued copy requests for Tax Form W-2 and Form W-2C from Tax Year 2006 forward must also be generated via F.S.A.I.S. in laser copy format.

As of the date of this SOP, the cost of re-issuance per Tax Year copy is \$1.00 per copy. This is subject to change at a future date. The turn around time for all Tax Document requests is a minimum of two (2) days. All requests must be made at the Payroll Section. Payment must be made and receipts returned to the Payroll Section before the request will be processed.

All inquiries regarding Tax Form W-2 or Form W-2C should be forwarded to the Financial Affairs Payroll Section.



CORINA Y. PAULINO
Interim Superintendent of Education

5-16-08

DATE