



Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

December 9, 2020

(CPB USE ONLY)

Dear Financial Officer:

Central Payroll Bureau (CPB) will mail 2020 W-2 Wage and Tax Statements directly to employees' homes using a presorted mail system. The charge per document covers postage and handling. To ensure privacy for our employees, W-2s will be mailed in security lined envelopes.

Agencies will be billed by the Comptroller of Maryland Finance Division. The cost per W-2 statement is **61¢**. A billing invoice will be provided to indicate the number of wage statements produced for each agency. Departments with multiple agencies or levels will have their postage totals broken down to indicate the number of statements per agency.

Enclosed, please find our remuneration agreement. Please acknowledge receipt of this notice and return to CPB for accurate billing. If your agency reports to a higher department, please consult with them before submitting to us [to avoid duplicate reporting].

Please submit your completed form to CPB by **email cpbacctg@marylandtaxes.gov** or **fax (410) 974-2035**. The deadline for this information is **Thursday, December 31, 2020**.

Should you have any questions, please feel free to contact us by email or (410) 260-7964. We thank you in advance!

Sincerely,

Rosina Romain
Deputy Director
Central Payroll Bureau

Agreement of Remuneration of Postage Charge

We (agency) _____ have been advised by Central Payroll Bureau (CPB) that all W-2 wage statements for this agency will be mailed to employees' addresses on file. The postage and handling charge will be **\$0.61** per wage statement issued. The Comptroller of Maryland's Finance Division will issue an invoice billing statement of the postage charge to our agency.

We acknowledge our responsibility for remuneration of the postage charges to the Comptroller of Maryland based on this notice:

Financial Officer

Date

Contact Phone#

R*STARS Financial Agency

Agency Payroll 6-Digit Code(s)

Agency Name

Billing Address:

Fax: (410) 974-2035

Email: cpbacctg@marylandtaxes.gov

Due: Thursday, December 31, 2020