



Brooke E. Lierman
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

January 18, 2023

Dear Financial Officer:

Central Payroll Bureau (CPB) will mail 2022 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 **63¢**. 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 **Tuesday, January 31, 2023.**

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

Sincerely,

Anna Niwa
Program Manager – A&R
Central Payroll Bureau

