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12/29/69
(Admin)

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D. C. 20523

A.I.D./W Notice
December 12, 1969
G/ACC

SUBJECT: W-2 Mailing Address Cards

Prepunched and interpreted form AID 7-25, W-2 Mailing Address Cards, will be distributed to all A.I.D./Washington employees this week. These cards are to be completed in accordance with the instructions below and returned to your administrative officer no later than Friday, December 19, 1969.

All Form W-2's issued by this Agency must have a mailing address on the face of the form even though they will be distributed to the employee at his office. We are also requested to indicate the employee's residence for state tax purposes. In the event this section is not completed, a copy of the Form W-2 must be mailed to the District of Columbia.

The Form W-2, 1969 Wage & Tax Statement, for any A.I.D. employee who is assigned to a Mission on the payroll records as of December 13, 1969, will automatically be sent to that Mission. If an employee has subsequently transferred to A.I.D./Washington or is in the United States on home leave and wants his Form W-2 forwarded to his current address, he should write the Mission giving full mailing instructions to avoid misrouting of the form by the Mission.

Samples of addresses and the manner in which the information is to be provided are given below. The information must either be typed or printed legibly. ZIP code must be used. No more than 25 characters, including spaces, punctuation, and numbers are to be put on a line. In order to meet this requirement abbreviations should be used as required. Do not put your name on the "First Line of Address."

SAMPLE 1 Smith, John
See 2325 14th St., N.W.
attachment. Washington, D. C. 20009

DC 08

(Already in card - do not repeat)
First Line of Address (19 characters)
Second Line of Address (23 characters)
Third Line of Address is left blank
Residence for State Tax Purpose.

SAMPLE 2	Logelin, Alvin	(Already in card - do not repeat.) First Line of Address (21 characters) Second Line of Address (9 characters) Third Line of Address (23 characters)
	Washington, D. C. 20016	
	DC 08	Residence for State Tax Purposes
SAMPLE 3	Dumas. Alexander	(Already in card - do not repeat.) First Line of Address (20 characters) Second Line of Address (15 characters) Third Line of Address (22 characters)
	Falls Church, Va. 22043	
	NY 31	Residence for State Tax Purposes
SAMPLE 4	Doyle, Arthur C.	(Already in card - do not repeat.) First Line of Address (23 characters) Second Line of Address (24 characters)
	MD 19	Residence for State Tax Purposes

All employees are to review their Statement of Earnings and Leave to be certain the Social Security Number on file is correct. If it is not, forward the correct number along with your full name and employee number to your administrative officer.

DISTRIBUTION:

A.I.D. List H, Position 5

Sample Cards

Attachment to
A.I.D./W Notice

1. 437313SMITH JOHN

114000

EMPLOYEE NO.	EMPLOYEE NAME	ORG. OR CTRY. CODE	W-2 MAILING ADDRESS LIMIT EACH LINE TO 25 POSITIONS INCLUDING SPACING
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			
			FIRST LINE OF ADDRESS
			WASHINGTON, D.C. 20009
			SECOND LINE OF ADDRESS
			THIRD LINE OF ADDRESS
	AGENCY FOR INTERNATIONAL DEVELOPMENT AID 7-275(9-65) EMPLOYEE'S W-2 TAX FORM MAILING ADDRESS CARD		DC 08
			RESIDENCE FOR STATE TAX PURPOSES (NAME OF STATE AND CODE)

2. 280389LOGELIN ALVIN 136000

EMPLOYEE NO.	EMPLOYEE NAME	ORG. OR CTRY. CODE	W-2 MAILING ADDRESS LIMIT EACH LINE TO 25 POSITIONS INCLUDING SPACING
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			
			FIRST LINE OF ADDRESS
			APT. 7016
			SECOND LINE OF ADDRESS
			WASHINGTON, D.C. 20016
			THIRD LINE OF ADDRESS
	AGENCY FOR INTERNATIONAL DEVELOPMENT AID 7-275(9-65) EMPLOYEE'S W-2 TAX FORM MAILING ADDRESS CARD		DC 08
			RESIDENCE FOR STATE TAX PURPOSES (NAME OF STATE AND CODE)

3. 125080DUMAS ALEXANDER

632602

EMPLOYEE NO.	EMPLOYEE NAME	ORG. OR CTRY. CODE	W-2 MAILING ADDRESS LIMIT EACH LINE TO 25 POSITIONS INCLUDING SPACING
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			
			FIRST LINE OF ADDRESS
			c/o WILLIAM B. ATHOS
			THIRD LINE OF ADDRESS
	AGENCY FOR INTERNATIONAL DEVELOPMENT AID 7-275(9-65) EMPLOYEE'S W-2 TAX FORM MAILING ADDRESS CARD		FALLS CHURCH, VA. 22043
			NY 31
			RESIDENCE FOR STATE TAX PURPOSES (NAME OF STATE AND CODE)

Attachment to
A.I.D./W Notice

4. 122413DOYLE ARTHUR C

149501

EMPLOYEE NO.	EMPLOYEE NAME	ORG. OR CTRY. CODE	W-2 MAILING ADDRESS LIMIT EACH LINE TO 25 POSITIONS INCLUDING SPACING
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			BLAIR TOWERS APTS. # 203 FIRST LINE OF ADDRESS
			SECOND LINE OF ADDRESS
			THIRD LINE OF ADDRESS
	AGENCY FOR INTERNATIONAL DEVELOPMENT AID 7-275 (9-65) EMPLOYEE'S W-2 TAX FORM MAILING ADDRESS CARD		MD 19 RESIDENCE FOR STATE TAX PURPOSES (NAME OF STATE AND CODE)

STATE CODES

<u>State</u>	<u>Code</u>	<u>State</u>	<u>Code</u>
Alabama	01	Nebraska	26
Alaska	50	Nevada	27
Arizona	02	New Hampshire	28
Arkansas	03	New Jersey	29
California	04	New Mexico	30
Colorado	05	New York	31
Connecticut	06	North Carolina	32
Delaware	07	North Dakota	33
District of Columbia	08	Ohio	34
Florida	09	Oklahoma	35
Georgia	10	Oregon	36
Hawaii	52	Pennsylvania	37
Idaho	11	Rhode Island	38
Illinois	12	South Carolina	39
Indiana	13	South Dakota	40
Iowa	14	Tennessee	41
Kansas	15	Texas	42
Kentucky	16	Utah	43
Louisiana	17	Vermont	44
Maine	18	Virginia	45
Maryland	19	Washington	46
Massachusetts	20	West Virginia	47
Michigan	21	Wisconsin	48
Minnesota	22	Wyoming	49
Mississippi	23	Puerto Rico	53
Missouri	24	Canal Zone	51
Montana	25		