

**W-2 PROBLEM SHEET**  
**(SCAN from DCPS email to your**  
**Payroll Tech or send through School**  
**mail)**

<b>Name</b>	<b>Date</b>
<b>Personnel Number (Required)</b>	<b>Org Unit (PA,RC, or Sch #)</b>
<b>Type of Employee (Teacher, Para, etc)</b>	
<b>Contact Information:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Work:</b> _____  <div style="margin-left: 100px;"><b>Ext:</b> _____</div> <b>Home:</b> _____ </div> <div style="width: 45%;"> <b>Cell:</b> _____   <b>E-Mail:</b> _____ </div> </div>	
<b>Detailed Description of the Problem:</b>	
<p><b>Payroll will contact you with an answer or update by the close of the 3<sup>rd</sup> business day following receipt.</b></p> <p><b>Revised: 1/25/24</b></p>	