

**W-2 Correction Payroll**  
**LEA PAYROLL CERTIFICATION FORM**

Email signed form and 3 reports to: [carend@scoe.org](mailto:carend@scoe.org), [jliu@scoe.org](mailto:jliu@scoe.org),  
[jsarsfield@scoe.org](mailto:jsarsfield@scoe.org), [tpham@scoe.org](mailto:tpham@scoe.org), by Noon the day Payroll is Due

LEA Name: \_\_\_\_\_ LEA No: \_\_\_\_\_

W-2 Correction Payroll: Dated \_\_\_\_\_

Payroll Gross        \$ \_\_\_\_\_

Payroll Net         \$ \_\_\_\_\_

**Note:** These amounts should be zero!

Payroll Technician: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST FOR CBO'S**

Please check each applicable report, verify, review and approve:

\_\_\_ Pay01 Payroll Summary

\_\_\_ Pay99 Payroll Status

\_\_\_ Pay22 Payroll Errors (*any remaining errors have been verified by SCOE  
Business Services Retirement Analysts and/or IT*)

**Printed name of Authorized signer:** \_\_\_\_\_

**LEA Authorized Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this form, I certify that I have validated correct compensation, retirement and payroll tax reporting, have reviewed the reports as appropriate and approve the above payroll totals.*