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## **Updated Address Information.**

All State of Maryland employees are requested to maintain updated address information. Your address information is reported to The Central Payroll Bureau by use of the following forms (found on this website under FORMS):

- Form W-4/MW507 (*Maryland*)
- W-4/D-4 (*District of Columbia*)
- W-4/WV/IT 104 (*West Virginia*)

Maintaining an updated address ensures important mailings (such as paychecks, W-2's, etc.) from the Central Payroll Bureau to the employee can be delivered promptly and securely. In most cases address updates can be made through the use of our Employee Self Service application (POSC) using the 'Update Address / W-4 (tax withholding)' option. To reach the POSC Start Page, use the following link:

<https://interactive.marylandtaxes.gov/extranet/cpb/posc/user/start.aspx>

## **No Address Paychecks**

Payroll checks generated for employees with no address on file are safeguarded by the Central Payroll Bureau's Accounting & Reporting Unit until such time as the agency or employee inquiries about them. Once updated W-4 information is obtained by the Central Payroll Bureau, the employee's payroll check will be mailed to the address on file within two (2) business days. **PLEASE NOTE:** As required by Law, all unclaimed payroll checks will be forwarded to the Comptroller of Maryland's Abandoned/Unclaimed Property Unit after June 30<sup>th</sup> of each fiscal year.

## **Returned Paychecks**

Employee payroll checks that are returned by the U.S. Postal Service (USPS) are safeguarded by the Central Payroll Bureau's Accounting & Reporting Unit until such time as the agency or employee inquiries about them. Once updated W-4 information is obtained by the Central Payroll Bureau, the employee's payroll check will be mailed to the address on file within two (2) business days. **PLEASE NOTE:** As required by Law, all unclaimed payroll checks will be forwarded to the Comptroller of Maryland's Abandoned/Unclaimed Property Unit after June 30<sup>th</sup> of each fiscal year.

**Accounting & Reporting Unit**  
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