

From: [Rose, Al \(SAO\)](#)
To: [Leider, Mary \(SAO\)](#)
Subject: Fw: your correspondence.
Date: Tuesday, March 4, 2025 9:20:56 AM
Attachments: [Outlook-cid_image0.png](#)

Mary, would you log this in. We will not have any records most probably

Get [Outlook for iOS](#)

From: Collins, Kelly (SAO) <collinsk@sao.wa.gov>
Sent: Tuesday, February 25, 2025 4:26:29 PM
To: Wilson, Raylene (SAO) <wilsonr@sao.wa.gov>
Cc: Rose, Al (SAO) <rosea@sao.wa.gov>
Subject: FW: your correspondence.

FYI

From: Rose, Al (SAO) <rosea@sao.wa.gov>
Sent: Monday, February 24, 2025 9:45 AM
To: ann.marshall@comcast.net
Cc: Collins, Kelly (SAO) <collinsk@sao.wa.gov>; Leider, Mary (SAO) <leiderm@sao.wa.gov>
Subject: your correspondence.

Ms. Marshall,

My name is Al Rose and i am the Director of Legal Affairs in the Office of the Washington State Auditor (SAO). You included the State Auditor in a email correspondence to the Pierce County Housing Authority (PCHA). i will include the email exchange below. It appears that you are making this request of PCHA and not SAO. Would you please confirm?

thanks you

Al Rose

Good Morning,

I am writing to formally request a public record disclosure regarding the Pierce County Housing Association (PCHA) Accounting and Payroll Departments. This request pertains specifically to any discrepancies directly or indirectly related to the release of

2024 W2 forms to employees.

Background

I am a former employee of PCHA, and I initially contacted Ms. Christina McLeod on January 28, 2025, in an effort to ensure that PCHA had my correct address and that I had access to my W2 form. On February 5, 2025, it was brought to my attention that there was an error within the PCHA Accounting Department. Unfortunately, I had to email the department myself to inquire about the location of my W2, as this information was not proactively provided by PCHA.

Further Correspondence

On February 17, 2025, I reached out to Ney Calhoun via email, once again requesting information about the nature of the error. However, the response I received did not specify the nature of the error, only stating that the issue would be resolved by the end of the week and that my W2 would be mailed out.

Request Details

Therefore, I am requesting access to any records that detail:

- The nature of the accounting error related to the distribution of 2024 W2 forms
- Any internal communications or documents regarding this error
- Steps taken by the Accounting and Payroll Departments to resolve this issue
- Timeline of events from the discovery of the error to its resolution

I believe that accessing these records will provide clarity on the situation and help

address any concerns related to the handling of W2 forms for former and current employees.

Thank you for your attention to this matter. Please let me know if further information is required to process this request.

Sincerely,

Alicia Marshall

----- Original Message -----

From: humanresources <humanresources@pchawa.org>

To: Alicia <alicia.marshall@comcast.net>

Cc: PayrollEmail <payroll@pchawa.org>, "Christina L. McLeod" <CLMcLeod@pchawa.org>

Date: 02/18/2025 11:47 AM PST

Subject: RE: Request for immediate assistance with W2

Hello Alicia,

Thank you for your patience. PCHA has been diligently following up with Paycom to receive confirmation. We have been told that the issue will be resolved by the end of this week, wherein copies will be promptly mailed to your address on file.

Again, apologies for any inconvenience this may have caused.

Best Regards,

Ney

Ney Calhoun (she/her)

Pierce County Housing Authority

Human Resources Manager

603 Polk Street South, Bldg. C

Tacoma, WA 98444

Direct 253-339-1842

Web www.pchawa.org

Email ncalhoun@pchawa.org



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From: Alicia <alicia.marshall@comcast.net>
Sent: Monday, February 17, 2025 8:55 PM
To: humanresources <humanresources@pchawa.org>
Cc: PayrollEmail <payroll@pchawa.org>; Christina L. McLeod <CLMcLeod@pchawa.org>
Subject: Re: Request for immediate assistance with W2



Good Evening, Ney,

Thank you for your email and for bringing this matter to my attention. We all understand the urgency surrounding the distribution of W2 forms, as they are indeed due to employees by January 31st. This is a critical deadline because it directly impacts the timely filing of taxes with the IRS.

I have consistently filed my taxes by this time in previous years, and I had anticipated the same this year. Given that your accounting department has had substantial time to address this, I believe the issue should have been resolved by now.

If your team is finding it challenging to manage this internally, I would recommend considering the engagement of an outside auditor. This could potentially streamline the process and ensure that such delays do not recur in the future.

I kindly request that you provide details regarding the nature of the error and an estimated timeline for its resolution. This is a pressing matter, and any delay could have significant implications.

Thank you for your prompt attention to this issue. I look forward to your swift response and a resolution to this matter.

Best regards,

Alicia Marshall

Sent from my iPhone

On Feb 5, 2025, at 5:00 PM, humanresources
<humanresources@pchawa.org> wrote:

Hello Alicia,

PCHA has identified an error in how our HR and payroll software Paycom recorded employees' deferred compensation and retirement plans on the W2's sent out in January. We are working with them on a fix and will be sending out corrected W2 forms (W2C's) as soon as possible. We apologize for any inconvenience and will keep you briefed on any developments as they occur.

Best Regards,

Ney

Ney Calhoun (she/her)

Pierce County Housing Authority

Human Resources Manager

603 Polk Street South, Bldg. C

Tacoma, WA 98444

Direct 253-339-1842

Web www.pchawa.org

Email ncalhoun@pchawa.org

<image001.png>

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From: Christina L. McLeod <CLMcLeod@pchawa.org>

Sent: Wednesday, February 5, 2025 11:25 AM

To: humanresources <humanresources@pchawa.org>

Subject: FW: Request for immediate assistance with W2

Ney – please see below regarding W2 for past employee.

-tina

From: Alicia <alicia.marshall@comcast.net>

Sent: Wednesday, February 5, 2025 10:28 AM
To: PayrollEmail <payroll@pchawa.org>
Cc: Christina L. McLeod <CLMcLeod@pchawa.org>
Subject: Request for immediate assistance with W2

 **EXTERNAL** 

Good morning,

I hope this message finds you well. I am writing to express my concern regarding the status of my W2 form.

On January 28, I contacted Ms. McLeod to confirm the delivery method for my W2. She informed me that it would be sent via U.S. mail to my home address. She also advised that if I had further questions, I should reach out to Payroll directly.

As of today, I have not received my W2, which is particularly concerning given that the deadline for sending all W2 forms was January 31. As both an employee and a human resource manager, I am acutely aware of the importance of this deadline.

Additionally, I have received all other necessary tax documents from other companies, some of which are located much further away than PCHA.

I kindly request that my W2 be mailed out immediately, and if possible, also sent as a secure email attachment. This will help ensure that I can proceed with filing my taxes without further delay.

Thank you in advance for your prompt attention to this matter. I look forward to your swift response.

Best regards,

Alicia Marshall

Sent from my iPhone

Begin forwarded message:

From: "Christina L. McLeod"

<CLMcLeod@pchawa.org>

Date: January 28, 2025 at 2:39:18 PM PST

To: Alicia <alicia.marshall@comcast.net>, PayrollEmail
<payroll@pchawa.org>

Subject: RE: Assistance Required: Obtaining My W2 Form

Hi Alicia –

I talked to Finance and your W-2 will be mailed.

Employers are required to mail W2s by end of January each year.

Finance/Payroll said the address PCHA has on file is on 109th Avenue Ct E in Puyallup.

If you need to update your address, verify the specific address, or have additional questions, I have included the payroll@pchawa.org email on this response so you can communicate with them directly about payroll/personnel issues.

In partnership,

-tina

Christina McLeod (she/her/hers)

Director of Operations

Pierce County Housing Authority

253.620.5400 Main

253.620.5427 Direct

NEW ADDRESS EFFECTIVE 11/25/2024

11515 Canyon Road E.

Puyallup, WA 98373

www.pchawa.org

<image001.png>

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From: Alicia <alicia.marshall@comcast.net>
Sent: Tuesday, January 28, 2025 12:51 PM
To: Christina L. McLeod <CLMcLeod@pchawa.org>
Subject: Assistance Required: Obtaining My W2 Form



Assistance Required: Obtaining My W2 Form

Good Afternoon Tina,

I hope this email finds you well. I am reaching out to inquire about obtaining my W2 form from PCHA for the year 2024. When I left the organization, PCHA was transitioning from one payroll system to another, and now, being removed from the organization, I am uncertain about the process to retrieve my W2 form.

Could you please advise me on how I should proceed to obtain this information? Your guidance would be greatly appreciated.

Thank you in advance for your assistance.

Best regards,

Alicia Marshall

Sent from my iPhone



Al Rose

Director of Legal Affairs, [Office of the Washington State Auditor](#)

(564) 999-0805 | (360) 688-6857 (cell) | www.sao.wa.gov