

STATE OF CALIFORNIA

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Date: July 6, 1999

PAYROLL LETTER # 99-013
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: 1999 FB/EBE COMPLIANCE PROJECT

This Payroll Letter announces the 1999 statewide Civil Service Fringe Benefit/Employee Business Expense (FB/EBE) annual compliance review and certification process. Per Payroll Letter #99-004, certification is designed to achieve full compliance (timely, accurate and comprehensive reporting) with both Federal and State requirements.

By August 24, 1999, your agency will receive a detailed accounting of FB/EBEs reported from July 1998 through June 1999 and a FB/EBE Compliance Certification Form. Please review the summary and complete the certification form. Staff will be available to clarify compliance issues, provide technical assistance and assist you in completing certifications.

Your cooperation and assistance are vital to achieving full compliance and eliminating preventable agency fines, penalties and assessments. Should you have questions regarding the 1999 FB/EBE Compliance Project, please contact Jim Fiack, Tax Support Section at (916)322-8128.

RZ: CLK/TSS