

STATE OF CALIFORNIA

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PERSONNEL/PAYROLL SERVICES DIVISION
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Date: November 8, 1999

PAYROLL LETTER # 99-021

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: DIRECT MAILING OF 1999 FORM W-2 WAGE AND TAX STATEMENT TO
EMPLOYEES

This letter provides information regarding the 1999 Form W-2 and distribution details.

During July and August 1999, the State Controller's Office contacted agencies/campuses to determine their interest in the State Controller's Office mailing 1999 Forms W-2 directly to the employee's mailing address versus agency/campus staff distributing them at the work site. As a result, 159 agencies/campuses have agreed to participate in the direct mailing process. The agencies/campuses participating in this process will be sent a separate OfficeVision memo in January informing them their Forms W-2 have been mailed and providing information regarding supporting lists and billing timeframes.

The 1999 Form W-2 will be formatted as a four part mailer and will consist of the following:

- Part 1 - The face of the outgoing envelope
- Parts 2 and 3 - Federal and State copies of Form W-2
- Part 4 - Employee copy of Form W-2

The W-2 mailer will be used for all Forms W-2 whether they are mailed or not. The difference between the Forms mailed by the State Controller's Office and those not mailed will be the return address area on the face of the envelope.

The return address area for Forms W-2 mailed by the State Controller's Office will be pre-printed with the agency/campus return address, agency and unit codes. This will serve to expedite the return of undeliverable Forms W-2 by the U.S. Postal Service to the appropriate agency/campus.

The return address area for Forms W-2 not mailed by the State Controller's Office will be left blank. If an agency/campus wants to mail the Form W-2 instead of delivering it at the worksite, they MUST affix their return address label. This will ensure undeliverable Forms W-2 are returned to the appropriate agency/campus in a timely manner. Forms W-2 not mailed by the State Controller's Office will be distributed using existing procedures, (i.e., either mailed/delivered to each agency/campus or picked up at the State Controller's Office).

If you have any questions/concerns regarding this information, please contact Diana Hutcheson at (916) 322-8125 or CALNET 492-8125.

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