

STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

=====
OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300 Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: January 16, 2001 PAYROLL LETTER #01-001
TO: All Agencies/Campuses in the Uniform State Payroll System
FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division
RE: 2000 FORM W-2 WAGE AND TAX STATEMENT

This is to inform you the State Controller's Office has printed/mailed your employees' 2000 Form W-2 Wage and Tax Statement and to provide information regarding the mailing process.

LISTINGS - CIVIL SERVICE

Listings were produced to assist agencies in responding to questions from employees who were mailed Forms W-2. The listings contain the following information:

- Social Security Number
- Employee name
- Employee mailing address

The listings should be received by your office no later than January 19, 2001.

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM
PDC0101 - CSU

Campuses should access CIRS (compendium report code number D92, cycle date 0012) to assist them in responding to questions from employees who were mailed Forms W-2. This report contains the same information as outlined above.

UNITED STATES POSTAL SERVICE ADDRESS INFORMATION

Payroll Letter #00-021 stated that prior to mailing the Forms the addresses would be compared against the most recent address information provided by the United States Postal Service. If there were discrepancies, the Postal Service information would be used and we would provide agencies/campuses with a copy of the mailer with the updated information. Unfortunately, we will be unable to provide copies of the mailers

with updated address information this year. We recently acquired new equipment that was not certified by the Postal Service in time to perform this function for the Forms W-2 Mailing Process.

We apologize for any inconvenience this may cause you.

UNDELIVERABLE FORMS W-2

For Forms returned to the State Controller's Office as undeliverable, we will distribute these to the appropriate agency/campus for distribution to employees. In an effort to clear up invalid address records, it is suggested when distributing undeliverable Forms W-2 to your employees, an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) be attached with a request that the employee complete the Form to update their invalid address.

BILLING

Invoices will be sent to your office during April. As a reminder, the cost for this service is \$.45 per Form W-2 which defrays postage/processing costs.

If you have any questions regarding this information, please contact Diana Hutcheson at (916) 322-8125 (CALNET 492-8125) or via (e-mail: dhutcheson@sco.ca.gov). If you have questions related to W-2 reporting information or corrected Forms W-2, please contact the W-2 Unit at (916) 322-8100 (CALNET 492-8100). If you need a duplicate or replacement Form W-2, please contact the W-2 Unit at (916) 322-8052 (CALNET 492-8052).

RZ:DH:SACS