

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: October 24, 2001

PAYROLL LETTER # 01-018

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

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Operations Bureau  
State Controller's Office

RE: **DIRECT MAILING OF 2001 FORM W-2 WAGE AND TAX STATEMENT**

This letter provides information regarding the 2001 Form W-2 and distribution details.

Once again this year, all Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. The 2001 Form W-2 will be a single page pressure sealed mailer. The outside of the mailer will contain the State Controller's Office return address and the employee's agency/unit codes, name and mailing address. Before mailing the Forms we will attempt to access the most recent address information provided by the United States Postal Service and overlay the employee's address information if necessary.

A service fee of \$.45 will be assessed for each Form W-2 mailed to offset our postage/handling costs. During April 2002, the State Controller's Office will issue an invoice to bill your agency/campus for this service.

A Payroll Letter will be released in January 2002 informing agencies/campuses when Forms are printed/mailed and providing information regarding address listings.

If you have any questions/concerns regarding this information, please contact Randall Scott at (916) 323-3932/CALNET 492-3932 or via e-mail at [rscott@sco.ca.gov](mailto:rscott@sco.ca.gov).

RZ:RS:SACS