

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

DATE: January 15, 2002

PAYROLL LETTER # 02-003

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

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services Division

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

This is to inform you the State Controller's Office has printed/mailed your employees' 2001 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 25, 2002.

#### CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM PDC0101-CSU

Campuses should access CIRS (compendium report code number D92, cycle date 01-12) to assist them in responding to questions from employees who were mailed Forms W-2. This report contains the same information as outlined above.

#### 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 Randall Scott at (916) 323-3932 (CALNET 492-3932) or via e-mail at [rscoff@sco.ca.gov](mailto:rscoff@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:RS:SACS