

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

DATE: October 22, 2002

PAYROLL LETTER # 02-029

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

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

RE: **DIRECT MAILING OF 2002 FORM W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

This letter provides information and distribution details regarding the 2002 Form W-2.

All Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. The 2002 Form 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 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 2003, 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 2003 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 Liz Corrales at (916) 322-8125 or via e-mail at lcorrales@sco.ca.gov.

RZ:LC:SACS