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

DATE: October 6, 2003

PAYROLL LETTER # 03-016

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

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **DIRECT MAILING OF 2003 FORM W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

This letter provides information and distribution details regarding the 2003 Form W-2.

All Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. The 2003 Form W-2 will be a single page pressure sealed mailer. Instead of pre-printing SCO's return address, we plan to pre-print the agency/campus address. This will expedite the return of undeliverable Forms W-2 by the United States Postal Service to the appropriate agency/campus. To accomplish this, we need each agency and campus to provide us with their address information and respective agency codes. The W-2 return address is limited to four (4) lines with a maximum of 28 characters per line. Please note: the agency code itself is not part of the four (4) lines. To ensure the return addresses are pre-printed on the 2003 Forms W-2, please send us this information by November 7, 2003.

If we do not receive information by this date, we will use the mailing address shown for your agency/campus on the California Personnel Office Directory (CPOD). Please e-mail your response to: kjenness@sco.ca.gov. If you have any questions regarding the returned address information, please call Kimberly Jenness at (916) 322-7979.

During the month of November, a global message on the Statement of Earnings and Deductions will remind employees to verify that their mailing address is correct. Before the Forms are mailed, the addresses will be compared against the most recent address information provided by the United States Postal Service. If there are any differences, the Postal Service information will be used.

A service fee of \$.53 will be assessed for each Form W-2 mailed to offset our postage/handling costs. During April 2004, 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 2004 informing agencies/campuses when Forms are printed/mailed and providing information regarding address listings. If you have any questions regarding information other than the agency/campus address, please contact Liz Corrales at (916) 322-8125 or via e-mail at lcorrales@sco.ca.gov.

JRH:LC:SACS