

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

DATE: October 6, 2004

PAYROLL LETTER 04-015

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

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services DivisionRE: **DIRECT MAILING OF 2004 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

This letter provides information and distribution details regarding the 2004 Form W-2.

All 2004 Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. The return address area for Forms W-2 mailed by the State Controller's Office will be printed with the agency/campus return address and agency/reporting unit codes. This will serve to expedite the return of undeliverable Forms W-2 by the United States Postal Service to the appropriate agency/campus. If your agency or campus had an address change from the previous year, please notify Ann Mitchell with this information at [anmitchell@sco.ca.gov](mailto:anmitchell@sco.ca.gov) or (916) 322-7978. 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 lines. To ensure the correct return addresses are pre-printed on the 2004 Forms W-2, please send your address changes to Ann Mitchell by November 5, 2004.

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 \$0.53 will be assessed for each Form W-2 mailed to offset our postage/handling costs. During April 2005, 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 2005 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](mailto:lcorrales@sco.ca.gov).

JRH:LC:SACS