

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

DATE: October 12, 2009

PAYROLL LETTER #09-012

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

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **DIRECT MAILING OF 2009 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

This letter provides information and distribution details regarding the 2009 Form W-2.

All 2009 Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. Our office will pre-print the agency/campus return address and agency/reporting unit codes as the return address. This will 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 contact Kimberly Jenness with this information at kjenness@sco.ca.gov or (916) 322-8072. The W-2 return address is limited to four (4) lines with a maximum of 28 characters per line. Please note: the agency/reporting unit code itself is not part of the four lines. To ensure the correct return addresses are pre-printed on the 2009 W-2, please send your address changes to Kimberly at kjenness@sco.ca.gov by November 2, 2009. We will send you an email confirming your address change by November 13, 2009. If you do not receive confirmation by this date, contact Kimberly.

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. If an employee has an address change, please ensure that it is processed by December 21. 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 \$0.58 will be assessed for each Form W-2 mailed to offset our postage/handling costs. During April 2010 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 2010 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) 322-8135 or via e-mail at lcorrales@sco.ca.gov.

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