

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

DATE: October 21, 2016

PAYROLL LETTER #16-010

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

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: DIRECT MAILING OF 2016 FORM W-2 AND 2016 FORM 1095-C 10RETURN ADDRESS  
ON THE FORMS TO EMPLOYEES**

This Payroll Letter provides information and distribution details regarding the 2016 Form W-2 (W-2) and the 2016 Form 1095-C (1095-C).

#### **W-2s**

The State Controller's Office (SCO) will mail all W-2s to the employee's current mailing address.

1. The SCO will pre-print the agency or campus return address and reporting unit codes as the return address for all W-2s. This will expedite the return of undeliverable W-2s by the United States Postal Service (USPS) to the appropriate agency or campus.
  - a. **IMPORTANT:** Please validate that your agency or campus' return address used last year is correct for this year's W-2. If you are unsure whether the return address is correct or may need to correct your address, contact Elena Oberman at [eoberman@sco.ca.gov](mailto:eoberman@sco.ca.gov) by November 1, 2016.
  - b. When the SCO processes your address change, Elena will send you an email confirming the change by November 10, 2016. If you do not receive a confirmation email by this date, contact her at (916) 322-8128.
2. In November 2016, SCO will include a global message on the employee's Statement of Earning and Deductions (pay stub) to remind employees to verify their mailing address and to notify their personnel/payroll office if the address is incorrect. The global message includes the employee's current address as reported on SCO's Employment History Data Base.
  - a. If the address is incorrect, the employee must submit an Employee Action Request Form, STD. 686, with their new address to their Personnel Office.
  - b. All agencies and campuses must update employee address changes, including administrative changes for permanently separated employees, prior to December 19, 2016.
3. The SCO will issue a Payroll Letter in December 2016 informing agencies and campuses of the date the W-2s will be mailed, and the date the agencies and campuses can access employee address listings on View Direct.
  - a. Agencies and campuses will incur a service fee of 62 cents for each W-2 mailed to offset SCO's postage and handling costs. Your agency or campus will receive an invoice from SCO for these services by April 2017.

## **1095-Cs**

The State Controller's Office (SCO) will mail all 1095-Cs to the employee's current mailing address.

1. The SCO will pre-print the SCO address as the return address for all 1095-Cs.
  - a. The SCO will send undeliverable 1095-Cs to the agency or campus for distribution to the employees.
2. The SCO will issue a Payroll Letter in December 2016 informing agencies and campuses of the date the 1095-Cs will be mailed, and the date the agencies or campuses can access employee address listings on View Direct.
  - a. Agencies and campuses will incur a service fee of 62 cents for each 1095-C mailed to offset SCO's postage/handling costs. Your agency or campus will receive an invoice from SCO for these services by April 2017.

If you have any questions regarding this Payroll Letter, please contact Elena Oberman at [eoberman@sco.ca.gov](mailto:eoberman@sco.ca.gov).

DS: JD: EO: TSS