

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

DATE: December 20, 2016

PAYROLL LETTER #16-015

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

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

RE: DISTRIBUTION AND BILLING OF 2016 FORM W-2 WAGE AND TAX STATEMENT

DISTRIBUTION OF 2016 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will mail your employees' 2016 Form W-2 Wage and Tax Statement no later than January 31, 2017.

VIEWDIRECT - CIVIL SERVICE

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM - CALIFORNIA STATE UNIVERSITY (CSU)

1. A report will be available on ViewDirect no later than January 16, 2017 to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing addresses as printed on the W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2016 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 16-12). Refer to the ViewDirect Manual for access procedures.
3. The report provides the following information in agency code order:
 - Social Security Number
 - Employee name
 - Employee mailing address

UNDELIVERABLE FORM W-2

SCO will pre-print the agency/campus return address and the agency reporting/unit codes as the return address. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Update invalid address records when distributing undeliverable Form W-2s to your employees. This prevents the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must attach an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) with a request for the employee to complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2016 FORM W-2

The cost of this service is \$0.62 per Form W-2 to defray postage/processing costs. SCO will send an invoice to your office in April 2017.

For more information about the Form W-2, visit the SCO [web site](#).

Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, for those employees who claim they did not receive their 2016 Form W-2, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 1, 2017. To apply for fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form Std. 436. This form should show that the employee did not receive his or her 2016 Form W-2 and that they verified the correct mailing address from ViewDirect or CIRS report.**

If you have additional questions related to W-2 reporting information or Form W-2 C, please contact the Customer Contact Center at (916) 372-7200. If you have questions related to duplicate or replacement Form W-2, please contact the Duplicate W-2 Unit at (916) 445-2847. If you have any questions regarding this Payroll Letter, please contact Elena Oberman at coberman@sco.ca.gov.

DS: JD: EO: TSS