

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

DATE: October 15, 2021

PAYROLL LETTER #21-014

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: DIRECT MAILING OF 2021 FORM W-2 AND 2021 FORM 1095-C RETURN ADDRESS ON THE FORMS TO EMPLOYEES

This Payroll Letter provides information and distribution details regarding the 2021 Form W-2 (W-2) and the 2021 Form 1095-C (1095-C).

Form W-2s

The State Controller's Office (SCO) will mail all Form 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 Form W-2s. This will expedite the return of undeliverable Form W-2s by the United States Postal Service (USPS) to the appropriate agency or campus.
 - a. **IMPORTANT:** Please validate that the return address used last year for your agency or campus is correct for 2021 Form W-2s. If you are unsure whether the return address is correct or need to correct your address, contact PPSD Statewide Tax Support Program at PPSDSTSP@sco.ca.gov by November 2, 2021.
 - b. When the SCO processes your address change, Tax Support will send an email confirming the change by November 10, 2021. If you do not receive a confirmation by this date, please send an email to PPSDSTSP@sco.ca.gov.
2. In November 2021, SCO will include a global message on the employee's October Pay Period 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 will include the employee's current address as reported on SCO's Employment History Database.
 - 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 17, 2021**.
3. The SCO will issue a Payroll Letter in December 2021 informing agencies and campuses of the mailing date for the Form W-2s, and the date the agencies and campuses can access employee address listings on ViewDirect.
 - a. Agencies and campuses will incur a service fee of \$0.65 for each form W-2 mailed to offset SCO's postage and handling costs. The fee is subject to adjustment for 2022 anticipated postal increase by the USPS. Your agency or campus will receive an invoice from SCO for these services by April 2022.

Form 1095-Cs

The 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 early 2022 informing agencies and campuses of the mailing completion for 1095-Cs and the date the agencies or campuses can access a list of 1095-C-eligible employees on ViewDirect.

Please direct questions regarding this Payroll Letter to the Statewide Tax Support Program via email at PPSDSTSP@sco.ca.gov.

For additional questions, please use the following contact information:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
General Payroll Procedures W-2 Reporting Information	Statewide Customer Contact Center	(916) 372-7200
Duplicate or Replacement Form W-2	Duplicate W-2 Unit	(916) 445-2847
Affordable Care Act (ACA) Email 1095-C Reporting Information	ACA Support Team ACA Support Team	acasupport@sco.ca.gov acasupport@sco.ca.gov
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division	PPSDHRSuggestions@sco.ca.gov
CSU Email Inbox	Personnel and Payroll Services Division	PPSDCSUInquiry@sco.ca.gov
CS Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division	PPSDOps@sco.ca.gov
Cal Employee Connect Feedback Email		connectfeedback@sco.ca.gov
Cal Employee Connect Email		connecthelp@sco.ca.gov
California Leave Accounting System (CLAS) Email		Clas@sco.ca.gov
ConnectHR Email		connecthrhelp@sco.ca.gov
Management Information Retrieval System (MIRS) Email		PPSDmirs@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

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