

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

DATE: November 1, 2023

PAYROLL LETTER #23-019

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **DECEASED EMPLOYEE AND DESIGNEE/BENEFICIARY REPORTING**

ASSEMBLY BILL 444, STATE AND LOCAL EMPLOYEES: PAY WARRANTS – DESIGNEES

Government Code section 12479(c) requires the appointing power, upon sufficient proof of identity, to endorse and deposit the warrant issued to a deceased employee back into the Treasury to the credit of the fund or appropriation upon which it was drawn, as specified, and then issue a revolving fund check to the designated person in the original amount payable to the deceased employee. Please refer to the [State Administrative Manual, Section 8477.2-Release of Warrants of Deceased State Employee to a Person Designated by the Employee, Government Code Section 12479](#).

REPORTING AND WITHHOLDING

Wages paid on behalf of a deceased employee have unique reporting and withholding requirements. The State Controller's Office (SCO) uses [Form 1099 MISC, Miscellaneous Income](#), to report these payments as income in the name of the recipient. These payments are reported as Federal income but are not subject to either Federal or State Income Tax withholding at the time the pay is issued.

BENEFICIARY/DESIGNEE NOTIFICATION OF FORM 1099 MISC

When releasing the deceased employee's payments to the beneficiary/designee, agencies/campuses must advise the recipient that Form 1099-MISC will be released to reflect amounts with issue dates after the employee's date of death. **Under no circumstances should the recipient be advised that payments are not taxable.**

PPSD 21 COMPLETION

Deceased Employee Data, form [PPSD 21](#) must be submitted to SCO on a flow basis, as payments are released to the designee. As noted above, payments issued to a deceased employee require special reporting via Form 1099-MISC. Payment information contained on Form 1099-MISC must not be included in a deceased employee's Form W-2. Agencies/campuses must complete form PPSD 21, Deceased Employee Data, to accurately reduce deceased employee wages on Form W-2 and report ALL payments (including Fringe Benefits/Employee Business Expenses and payments released when an S70/S71, Retirement/Disability Retirement, transaction was posted rather than an S95) released to the recipient on Form 1099-MISC.

For **2023 Tax Year Reporting**, please submit all forms by **Wednesday, December 6th** to ensure accurate reporting for the deceased employee and the issuance of the 1099-MISC for the beneficiary.

FORMS W-2, W-2C AND 1099-MISC

SCO will prepare and release annually by January 31st:

- Forms W-2 for deceased employees indicating wages/taxes issued prior to death, SS/Med wages/taxes for calendar year of death and SDI taxes for calendar year of death Form 1099-MISC indicating payments released to the beneficiary/designee.

SCO will prepare and release on a flow basis:

- Forms 1099-MISC indicating payments released in prior years to the beneficiary/designee. Forms 1099-MISC are forwarded to the beneficiary/designee address indicated on form PPSD 21.
- If issuance of Form 1099-MISC requires a corresponding Form W-2C for a deceased employee indicating wage corrections, a Form W-2C will be forwarded to the agency/campus.

Please refer to SCO's [Payroll Procedures Manual, Section I \(900-914\)](#).

If you have any questions, please contact the [Statewide Customer Contact Center](#) at (916) 372-7200 and select W-2 Unit or via email at PPSDW2MiscDed@sco.ca.gov.

Additional Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- Campus Information Retrieval System CIRS@calstate.edu
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

Websites:

- [HR](#)
- [State Employees](#)

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