

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

DATE: November 16, 2012

CalATERS GLOBAL LETTER #12-002

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System - CalATERS and CalATERS Global

FROM: LISA CROWE, Division Chief
Personnel/Payroll Services Division

RE: **CalATERS and CalATERS Global Claims – Taxable Expenses for 2012 W-2 Reporting**

For the purpose of year end processing and timely reporting of taxable and reportable expenses on the 2012 W-2, departmental accounting offices must submit any approved CalATERS and CalATERS Global claims by 5:00 PM on Thursday, December 13, 2012.

CalATERS and CalATERS Global claims for taxable and reportable expenses submitted after 5:00 PM on December 13, 2012, that result in payment with an issue date prior to January 1, 2013, will result in a corrected W-2 for the 2012 tax year.

For departments using MyCalPAYS, or with employees in MyCalPAYS, the department accounting offices must submit any approved CalATERS and CalATERS Global forms by 5:00 PM on Tuesday, December 4, 2012. Forms that contain taxable and reportable expenses submitted after 5:00 PM on December 4, 2012, that result in payment with an issue date prior to January 1, 2013, will result in a corrected W-2 for the 2012 tax year.

If you have questions, please contact the CalATERS Help Desk and reference this letter.

LC: lr