

Submitting Documents to the State Controller's Office During the COVID-19 Outbreak

Many government documents submitted to the State Controller's Office (SCO) require an original ("wet") signature in order to be processed. During the COVID-19 outbreak, SCO has adjusted workplace procedures to more efficiently serve local, state, and federal government departments. For claim schedules and contracts and invoices entered into by departments, SCO will accept all forms of electronic approval from department employees authorized to sign those documents. Departments must retain their original, signed documents (wet signature or digital signature, if used) for audit purposes.

Electronic Claims for Payment (Division of Audits)

Submit either scanned copies of a signed 218ET or 218DD, or digitally signed/DocuSign STD 218ET or 218DD, via email to disbstd218covid19@sco.ca.gov with the subject line "Scanned STD 218 due to COVID-19." Contact David Chehak at (916) 322-2460 or dchehak@sco.ca.gov for questions about electronic claims.

Paper Claims for Payment (Division of Audits)

Submit copies of the signed STD 218 face sheet with the paper claim schedule packet and note "Copy of STD 218 due to COVID-19." Contact Jutta Wiechec at (916) 445-3471 or jwiechec@sco.ca.gov for questions about paper claims.

Court Costs and Other Related Charges (PC4750 Program) – Reimbursement Claims (Division of Local Government Programs and Services, Bureau of Payments)

Submit PC4750 reimbursement claims with the Form FAM 27 signed by the authorized signatory and supporting documentation via email to lgpsdlrspc4750@sco.ca.gov. Claimants must retain the original signed Form FAM 27 as it will be required at a later date. Compress large attachments or files and send as a zip file. Include the documents in the following order to expedite processing:

1. Form FAM 27
2. Form 1B
3. Form 1A
4. Support documentation

Contact Debra Morton at (916) 324-0256 or dmorton@sco.ca.gov for questions about PC4750 reimbursement claims.

**Mandate Programs for Local Government – Reimbursement Claims
(Division of Local Government Programs and Services, Bureau of Payments)**

Submit mandate reimbursement claims with the Form FAM 27 signed by the authorized signatory, Form 1, Form 2, and supporting documentation for new program initial filings, annual filings, and late and amended claims via email to lrslgpsd@sco.ca.gov. Compress large attachments or files and send as a zip file. Retain the original signed Form FAM 27 as it will be required at a future date. Contact Debra Morton at (916) 324-0256 or dmorton@sco.ca.gov for questions about mandate reimbursement claims.

**Gas Tax Refund Claims
(Division of Local Government Programs and Services, Tax, Administration, and Government Compensation)**

Scan or photograph gas tax refund claims signed with a wet signature or digital signature (e.g., DocuSign) and supporting documentation and submit via email to gtr@sco.c.gov. Compress large attachments or files and send as a zip file. Retain the original wet signature or digitally signed document for audit purposes. Contact Jennifer Montecinos at jemontecinos@sco.ca.gov or (916) 324-5961 for questions about gas tax refunds.

**State Accounting and Reporting Forms and Documents
(State Accounting and Reporting Division)**

The following documents, signed with an original wet signature or digital signature (e.g., DocuSign) may be scanned or photographed and submitted via email to your assigned SARD analyst. Retain the original wet signature or digitally signed documents for audit purposes. Departments may also submit these documents via fax at (916) 323-1690.

Architecture Revolving Fund (AKA Public Works Project Authorization and Transfer Request)
Form 22/220
Budget Revisions – STD 26
SCO Paper Transaction Request Form
CA504 – PC Version
Certification Letters
DGS Return of Advance – AFS 59
Federal Trust Funds – AUD 10A
Plan of Financial Adjustments Letters
Special Deposit Funds – AUD 10
Executive Orders

Contact Ash Kaur at (916) 324-2508 or akaur@sco.ca.gov for questions about state accounting forms and documents.

**State Personnel and Payroll
(Personnel and Payroll Services Division)**

Human Resources offices may continue to mail and fax documents to SCO, or email to a centralized temporary intake box.

To email a completed document, follow your encrypted email protocol. (Contact your supervisor for questions about the protocol.) In the subject line, type the name of the SCO Personnel and Payroll Services Program to which the document should be routed for processing (see list below) and send the document to PPSDTempOps@sco.ca.gov.

Civil Service Audits
Civil Service Benefits
Civil Service Payroll
Civil Service Retirement
CSU Benefits
CSU Payroll CSU
Retirement
Direct Deposit
Disability
Garnishments
Military
Position Control
Premium Pay
Stipulations
W2/Miscellaneous Deductions

PPSD will also accept electronic signatures. Please follow your electronic signature protocol. (Contact your supervisor for questions about the protocol.)

Cal Employee Connect, the secure self-service portal that allows state employees to view, print, and electronically save their own W2, leave balances, direct-deposit earnings statements, and more is beginning [statewide implementation](#). Contact connecthelp@sco.ca.gov for help or questions.