

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

DATE: January 3, 2012

PAYROLL LETTER #12-001

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: 2011 FORM W-2 WAGE AND TAX STATEMENT

This is to provide you with pertinent information regarding the distribution and billing of the 2011 Forms W-2 Wage and Tax Statement.

DISTRIBUTION OF 2011 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office will print/mail your employee's 2011 Form W-2 Wage and Tax Statement no later than January 13, 2012. To assist agencies and campuses in responding to questions from employees who were mailed Form W-2s, a report identifying the employee mailing addresses is available as follows.

Agencies can access ViewDirect Report ID: PDC9820, Report Name "2011 W-2 to Be Mailed". Refer to the ViewDirect Manual for access procedures. The following information will be provided in agency code order:

- Social Security Number
- Employee name
- Employee mailing address

This information should be available on ViewDirect no later than January 6, 2012.

Campuses can access Campus Information Retrieval System (CIRS) Program PDC0101 California State University (CSU) (compendium report code number D92, cycle date 11-12). This report contains the same information as outlined above and will be available no later than January 6, 2012.

The outside of the W-2 mailer was printed with the employee's name and mailing address as identified on the above reports. The return address was printed with the agency/campus return address and the agency/unit codes. This will serve to expedite the return of undeliverable Form W-2s by the U.S. Postal Service to the appropriate agency/campus and to assure timely delivery of Form W-2s to employees.

In an effort to clear up invalid address records, it is suggested when distributing undeliverable Form W-2s to your employees, an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) be attached with a request the employee complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2011 FORM W-2

Invoices will be sent to your office during April 2012. As a reminder, the cost of this service is \$0.58 per Form W-2 to defray postage/processing costs.

For more information about the Form W-2, visit the SCO web site to find the [Frequently Asked Questions \(FAQ\) Regarding Form W-2- Wage and Tax Statement](#). Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Until the Liaison Automatic Call Distributor (ACD) system is deployed (reference Payroll Letter #11-020), the following numbers can be used. For questions related to W-2 reporting information or corrected Form W-2, please contact the W-2 Unit Telephone Liaison at (916) 322-8100. For information regarding duplicate or replacement Form W-2, please refer to the aforementioned web site or contact the W-2 Unit at (916) 322-8052.

Additional information on the start date of the [ACD system](#).

Please note, if an employee claims that his/her Form W-2 was never received, we will not require a fee for providing a duplicate Form W-2 if the request is received by March 1, 2012. However, in order to receive this waiver, Personnel/Payroll offices must complete the fee waiver request **Form Std. 436 indicating the W-2 was never received and that the mailing address was verified from ViewDirect or CIRS to be correct.**

If you have any questions regarding this information, please contact Debbie Green at (916) 322-7968 or via e-mail at dgreen@sco.ca.gov.

LC: KJ: SACS