

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

DATE: October 9, 2015

PAYROLL LETTER #15-012

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

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

RE: DIRECT MAILING OF 2015 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES

This Payroll Letter provides information and distribution details regarding the 2015 Form W-2. The State Controller's Office (SCO) will mail all 2015 Forms W-2 to the employee's current mailing address. The return address will report the employee's agency/campus and agency/reporting unit codes to expedite the return of undeliverable W-2s.

In November 2015, SCO will issue a global message on the employee's Statement of Earnings and Deductions (paystub) to remind employees to verify their mailing address and to notify their personnel/payroll office if this address is incorrect. The global message includes the employee's current address as reported on SCO's Employment History Data Base.

All agencies/campuses must update employees address changes prior to December 11, 2015, for changes to be used for mailing W2s. Before SCO mails the W2s, SCO will compare the employee address to the United States Postal Service (USPS) database containing address changes as reported by the employee within the last six months. The new USPS employee address will appear on the W-2.

Each agency/campus will incur a service fee of \$0.62 for each Form W-2 to offset postage/handling costs. Your agency/campus will receive an invoice from SCO for this service by April 2016.

The State Controller's Office will issue a Payroll Letter in January 2016 informing agencies/campuses with a date when W-2s will be printed and distributed. If you have any questions, please contact Elena Oberman at eoberman@sco.ca.gov.

LC:JD:EO:TSS