

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

DATE: October 18, 2018

PAYROLL LETTER #18-020

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: DIRECT MAILING OF 2018 FORM W-2 AND 2018 FORM 1095-C RETURN ADDRESS ON THE FORMS TO EMPLOYEES

This Payroll Letter provides information and distribution details regarding the 2018 Form W-2 (W-2) and the 2018 Form 1095-C (1095-C).

W-2s

The State Controller's Office (SCO) will mail all W-2s to the employees' current mailing address.

1. The SCO will pre-print the agency or campus return address and reporting unit code as the return address for all W-2s. This will expedite the return of undeliverable W-2s by the United States Postal Service (USPS) to the appropriate agency or campus.
 - a. **IMPORTANT:** Please validate that your agency or campus' return address used last year is correct for this year's W-2s. If you are unsure whether the return address is correct or need to update your address, contact the (PPSD Tax Support Section) via email at PPSDtaxsupsect@sco.ca.gov by November 1, 2018.
 - b. When the SCO processes your address change, (PPSD Tax Support Section) will send an email confirming the change by November 9, 2018. If you do not receive a confirmation by this date, contact the (PPSD Tax Support Section) at PPSDtaxsupsect@sco.ca.gov.
2. In November 2018, SCO will include a global message on employees' October Pay Period Statement of Earning and Deductions (pay stub) reminding employees to verify their mailing address and to notify their Personnel/Payroll Office if the address is incorrect. The global message will include each employees' current address on SCO's Employment History Database.
 - a. If the address is incorrect, the employee must submit an Employee Action Request Form, STD. 686, with their new address to their Personnel Office.
 - b. All agencies and campuses must update employee address changes, including administrative changes for permanently separated employees, prior to December 19, 2018.
3. The SCO will issue a Payroll Letter in December 2018 informing agencies and campuses of the mailing date for the W-2s and the date the agencies and campuses can access employee address listings on View Direct.
 - a. Agencies and campuses will incur a service fee of \$0.63 for each W-2 mailed to offset postage and handling costs. The fee is subject to adjustment for 2019 anticipated postal increase by the USPS. Your agency or campus will receive an invoice from SCO for these services by April 2019.

1095-Cs

The SCO will mail all 1095-Cs to the employee's current mailing address.

1. The SCO will pre-print the SCO address as the return address for all 1095-Cs.
 - a. The SCO will send undeliverable 1095-Cs to the agency or campus for distribution to the employees.
2. The SCO will issue a Payroll Letter in December 2018 informing agencies and campuses of the mailing date for 1095-Cs and the date the agencies or campuses can access employee address listings on View Direct.
 - a. Agencies and campuses will incur a service fee of \$0.63 for each 1095-C mailed to offset postage and handling costs. The fee is subject to adjustment for 2019 anticipated postal increase by the USPS. Your agency or campus will receive an invoice from SCO for these services by April 2019.

If you have any questions regarding this Payroll Letter, please contact the PPSD Tax Support Section at PPSDtaxsupsect@sco.ca.gov. For questions related to the 1095-C reporting information, please contact the ACA Support Team at acasupport@sco.ca.gov.

MR:AR:SF:STSP:PPOB