

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

DATE: November 13, 2012

PAYROLL LETTER #12-017

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

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

**RE: DIRECT MAILING OF 2012 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

**This letter provides information and distribution details regarding the 2012 Form W-2.**

All 2012 Form W-2s will be mailed to the employee's current mailing address. Our office will pre-print the employee's agency/campus agency code and the State Controller's Office (SCO) return mailing address. Unlike last year, the agency/campus return mailing address will NOT be used. Our office will forward all undeliverable W-2s to the appropriate agency/campus using the agency code pre-printed above the employee's mailing address on the W-2.

During the month of November, a global message on the Statement of Earnings and Deductions (pay stub) will remind employees to verify their mailing address. The global message on the pay stub generated from the Legacy payroll system will include the employee's current address per the Employment History Data Base. The new payroll system, MyCalPAYS (MCP), pay stubs will not include any address.

All employee address changes must be processed prior to December 18, 2012 in both Legacy and MCP payroll systems. SCO will compare the employee addresses to the United States Postal Service (USPS) database containing address changes reported within the last six months. The new USPS address will appear on the W-2. Undeliverable W-2s will be forwarded to the agency/campus as indicated above.

Each agency/campus will incur a service fee of \$0.59 for each Form W-2 to offset postage/handling costs. The \$0.01 increase from the prior year reflects the USPS increase made in January 2012. Your agency/campus will receive an invoice for this service in April 2013.

A Payroll Letter will be released in January 2013 informing agencies/campuses when W-2s will be printed and distributed. If you have any questions, please contact Elena Oberman at [coberman@sco.ca.gov](mailto:coberman@sco.ca.gov) or by phone at (916) 322-8128.

LC:JD:EO:TSS