

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

DATE: January 5, 2010 PAYROLL LETTER #10-001

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

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

**RE: 2009 FORM W-2 WAGE AND TAX STATEMENT**

This is to inform you that the State Controller's Office (SCO) will have printed/mailed your employee's 2009 Form W-2 Wage and Tax Statement no later than January 20th and to provide information regarding the mailing process.

#### VIEWDIRECT-CIVIL SERVICE

To assist agencies in responding to questions from employees who were mailed Forms W-2, access the ViewDirect Report ID: PDC9820, Report Name "2009 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 7, 2010.

#### CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM PDC0101-CALIFORNIA STATE UNIVERSITY CSU

Campuses should access CIRS (compendium report code number D92, cycle date 09-12) to assist in responding to questions from employees who were mailed Forms W-2. This report contains the same information as outlined above, and will be available no later than January 7, 2010.

#### UNDELIVERABLE FORMS W-2

The outside of the W-2 mailer was printed with the employee's name and mailing address. 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 Forms W-2 by the U.S. Postal Service to the appropriate agency/campus and to assure timely delivery of the Forms W-2 to employees.

In an effort to correct invalid address records, it is suggested when distributing undeliverable Forms W-2 to your employees, an Employee Action Request (Form Std. 686) or CSU Student Payroll Action

Request (Form Std. 457) be attached with a request that the employee complete the form to update the invalid address.

## BILLING

Invoices will be sent to your office during April 2010. As a reminder, the cost of this service is \$0.58 per Form W-2, which defrays postage/processing costs.

If you have questions related to W-2 reporting information or corrected Forms W-2, please contact the W-2 Unit Telephone Liaison at (916) 322-8100. For information regarding duplicate or replacement Forms W-2 please refer to our [website](#) or contact the W-2 Unit at (916) 322-8052.

If you have any questions regarding this information, please contact Liz Corrales at (916) 322-8135 or via e-mail at [lcorrales@sco.ca.gov](mailto:lcorrales@sco.ca.gov).

LM: LC: SACS