

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

DATE: January 10, 2011

PAYROLL LETTER #11-002

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

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

RE: 2010 FORM W-2 WAGE AND TAX STATEMENT

This is to inform you the State Controller's Office (SCO) will mail your employees' 2010 Form W-2 Wage and Tax Statement no later than January 20, 2011. Please read the following additional information.

VIEWDIRECT-CIVIL SERVICE

To assist agencies in responding to questions from employees who were mailed Form W-2s, access ViewDirect Report ID: PDC9820, Report Name "2010 W-2 to Be Mailed". Refer to the ViewDirect Manual for access procedures.

The following information will be provided on the report in agency code order:

- Social Security Number
- Employee name
- Employee mailing address

This information will be available on ViewDirect no later than January 7, 2011.

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

Campuses should access CIRS (compendium report code number D92, cycle date 10-12) to assist in responding to questions from employees who were mailed Form W-2s. This report contains the same information as outlined above, and will be available no later than January 7, 2011.

UNDELIVERABLE FORM 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 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, when distributing undeliverable Form

W-2s to your employees, please attach a new Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) and require that the employee complete the form and return it to you to update the invalid address.

BILLING

Invoices will be sent to your office during April 2011. As a reminder, the cost of this service is \$0.58 per Form W-2, which defrays 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. Also, if you have additional questions related to W-2 reporting information or corrected Form W-2s, please contact the W-2 Unit Telephone Liaison at (916) 322-8100. For information regarding duplicate or replacement Form W-2s please refer to the aforementioned web site or contact the W-2 Unit at (916) 322-8052.

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, 2011. However, in order to receive this waiver, Personnel/Payroll offices must complete **Form Std. 436 requesting fee waiver indicating the W-2 was never received and that the mailing address was verified from ViewDirect 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: DG: SACS