

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

DATE: January 24, 2011

PAYROLL LETTER #11-004
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

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

RE: INTERNAL REVENUE SERVICE AUDIT

The State Controller's Office recently issued Payroll Letters #10-022 and #10-023 regarding Internal Revenue Service document requests for employer provided vehicle and settlement information. Our office has received notice from the IRS that they intended the scope of this request to be limited. The Internal Revenue Service has clarified that only the following agencies must respond to these document requests:

- Board of Governors, Community Colleges (Agency Code 364)
- CA State Board of Education (Agency Code 174)
- CA Post Secondary Education Commission (Agency Code 165)
- Student Aid Commission (Agency Code 270)
- Trustees of State Universities (Agency Codes 166, 167, 206, 650, 870)
- Fair Political Practices Commission (Agency Code 325)
- CA Gambling Control Commission (Agency Code 293)
- State Lands Commission (Agency Code 340)
- CA Lottery Commission (Agency Code 358)
- Public Employment Relations Board (Agency Code 315)
- Public Utilities Commission (Agency Code 680)
- CA Transportation Commission (Agency Code 696)
- Arts Council (Agency Code 352)
- Office of the Inspector General (Agency Code 297)
- Office of the Adjutant General (Military Department - Agency Codes 006, 241)
- State Public Defender (Agency Code 426)
- Secretary of Business, Transportation, and Housing Agency (Agency Code 699)
- Secretary of State and Consumer Services (Agency Code 015)

To clarify, these agencies must return the Agency/Campus Settlement Information Sheet (page 5 of Payroll Letter #[10-022](#)) and an excel file containing the employer provided vehicle spreadsheet (sample on pages 4 & 5 of Payroll Letter #[10-023](#)). The completed Settlement Information Sheet and the excel file containing the spreadsheet must be returned by January 28, 2011. No additional extensions can be granted.

If there are any questions regarding this Payroll Letter, agencies should contact Jennifer Rocco, Tax Support Manager at jrocco@sco.ca.gov.

LC:JR:TSS