

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

DATE: December 15, 2011

PAYROLL LETTER #11-018

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

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

**RE: DIRECT MAILING OF 2011 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES**

This letter provides information and distribution details regarding the 2011 Form W-2.

Our office will pre-print the agency/campus return address and agency/reporting unit codes as the return address. This will expedite the return of undeliverable Forms W-2 by the United States Postal Service to the appropriate agency/campus.

To ensure the correct return address is pre-printed on the 2011 W-2, please notify Nancy Ayala at [Nayala@sco.ca.gov](mailto:Nayala@sco.ca.gov) by November 1, 2011 if your agency or campus had an address change from the previous year. Once your address change has been processed, Nancy will send you an email confirming your address change by November 10, 2011. If you do not receive a confirmation by this date, contact Nancy at (916) 322-7950. Please Note: The agency reporting unit code will be printed above the return address. The return address is limited to four (4) lines with a maximum of 28 characters per line.

During the month of November, a global message on the Statement of Earnings and Deductions will remind employees to verify their mailing address is correct. If an employee has an address change, please ensure it is processed by December 19, 2011. Before the W-2 is mailed, the address will be compared against the most recent address information provided by the United States Postal Service. If there is a difference, the Postal Service information will be used. All 2011 Forms W-2 will be mailed by the State Controller's Office.

A service fee of \$0.58 will be assessed for each Form W-2 mailed to offset our postage/handling costs. During April 2012 the State Controller's Office will issue an invoice to bill your agency/campus for this service.

A Payroll Letter will be released in January 2012 informing agencies/campuses when the 2011 forms W-2 are mailed providing information regarding employee address listings on View Direct/CIRS and billing. If you have any questions regarding information other than the agency/campus address, please contact Kari Jackson at (916) 324-6283 or via e-mail at [kjackson@sco.ca.gov](mailto:kjackson@sco.ca.gov).

LC:KJ:SACS