

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

DATE: January 7, 2013

PAYROLL LETTER #13-002

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

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

RE: 2012 FORM W-2 WAGE AND TAX STATEMENT

This is to provide you with pertinent information regarding the distribution and billing of the 2012 Forms W-2 Wage and Tax Statement.

DISTRIBUTION OF 2012 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will print/mail your employee's 2012 Form W-2 Wage and Tax Statement no later than January 25, 2013.

To assist agencies and campuses in responding to questions from employees who were mailed Form W-2s from the Legacy payroll system, a report identifying the employee mailing addresses is available on View Direct.

Agencies can access ViewDirect Report ID: PDC9820, Report Name "2012 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 11, 2013.

Campuses can access the Campus Information Retrieval System (CIRS) Program PDC0101 California State Universities (CSU) (compendium report code number D92, cycle date 12-12). This report contains the same information as outlined above and will be available no later than January 11, 2013.

MyCalPays end users can validate W-2 mailing address utilizing InfoType 0006. For non-live departments who have "Once in MyCalPays" employees, please contact Nona Mullins at (916) 319-9375.

The outside of the W-2 mailer was printed with the employee's name and mailing address as identified on the above reports. The return address was printed with the SCO's return mailing address. This will serve to expedite the return of undeliverable Form W-2s by the U.S. Postal Service to SCO and to assure timely delivery of Form W-2s to employees. Our office will forward all undeliverable Form W2s to the appropriate agency/campus using the agency code pre-printed above the employee's mailing address on the W-2.

In an effort to clear up invalid address records, when distributing undeliverable Form W-2s to your employees, attach an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) with a request for the employee to complete the form to update the invalid address.

BILLING FOR MAILING OF THE 2012 FORM W-2

Invoices will be sent to your office during April 2013. As a reminder, the cost of this service is \$0.59 per Form W-2 to defray postage/processing costs.

For more information about the Form W-2, visit the SCO web site for 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. If you have additional questions related to W-2 reporting information, corrected Form W-2, duplicate or replacement Form W-2, please contact the Customer Contact Center at (916-372-7200).

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, 2013. However, in order to receive this waiver, Personnel/Payroll offices must complete the fee waiver request Form Std. 436 indicating the W-2 was never received and that the mailing address was verified from ViewDirect, CIRS or MyCalPAYS IT006 to be correct.

If you have any questions regarding this information, please contact Elena Oberman at eoberman@sco.ca.gov.

LC: JD: EO: TSS