

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

DATE: October 31, 2013

PAYROLL LETTER #13-015

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

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

RE: DIRECT MAILING OF 2013 W-2 WAGE AND TAX STATEMENT TO EMPLOYEES

This letter provides information and distribution details regarding the 2013 Form W-2.

All 2013 Form W-2s will be mailed to the employee's current mailing address. Our office will pre-print the employee's agency/campus agency code and the State Controller's Office (SCO) return mailing address. Our office will forward all undeliverable W-2s to the appropriate agency/campus using the agency codes pre-printed above the employee's mailing address on the W-2.

During the month of November, a global message on the Statement of Earnings and Deductions (pay stub) will remind employees to verify their mailing address. The global message on the pay stub will include the employee's current address per the Employment History Data Base.

All employee address changes must be processed prior to December 19, 2013. Before the W-2s are mailed, SCO will compare the employee addresses to the United States Postal Service (USPS) database containing address changes reported within the last six months. The new USPS address will be used and appear on the W-2. Undeliverable W-2s will be forwarded to the agency/campus as indicated above.

Each agency/campus will incur a service fee of \$0.59 for each Form W-2 to offset postage/handling costs. Your agency/campus will receive an invoice for this service in April 2014.

A Payroll Letter will be released in January 2014 informing agencies/campuses when W-2s will be printed and distributed. If you have any questions, please contact Elena Oberman at eoberman@sco.ca.gov.

LC:JD:EO:TSS