

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

DATE: December 10, 2013

PAYROLL LETTER #13-018

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

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

RE: DISTRIBUTION AND BILLING OF 2013 FORM W-2 WAGE AND TAX STATEMENT

DISTRIBUTION OF 2013 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will print/mail your employee's 2013 Form W-2 Wage and Tax Statement no later than January 24, 2014.

To assist agencies and campuses in responding to questions from employees who were mailed Form W-2s, a report identifying the employee mailing addresses, as printed on the W-2, will be available on View Direct no later than January 10, 2014.

Agencies can access ViewDirect Report ID: PDC9820, Report Name "2013 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 California State University (CSU) (compendium report code number D92, cycle date 13-12). 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

To expedite the return of undeliverable Form W2s, they are printed with the State Controller's Office's return mailing address. State Controller's 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 2013 FORM W-2

Invoices will be sent to your office during April 2014. 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.

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 3, 2014. 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 to be correct.**

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). If you have any questions regarding this Payroll Letter, please contact Elena Oberman at eberman@sco.ca.gov.

LC: JD: EO: TSSW