

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

DATE: December 24, 2020

PAYROLL LETTER #20-029

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: DISTRIBUTION AND BILLING OF 2020 FORM W-2 WAGE AND TAX STATEMENT

DISTRIBUTION OF 2020 FORM W-2 WAGE AND TAX STATEMENT

The State Controller's Office (SCO) will mail your employees' 2020 Form W-2 Wage and Tax Statement no later than January 31, 2021.

VIEWDIRECT - CIVIL SERVICE

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU

1. A report will be available on ViewDirect no later than January 18, 2021 to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing address as printed on the W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2020 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 21-01). Refer to the ViewDirect Manual for access procedures.
3. The report provides the following information in agency code order:
 - Social Security Number
 - Employee name
 - Employee mailing address

UNDELIVERABLE FORM W-2

The SCO will pre-print the agency/campus address as the return address and include the agency reporting/unit codes. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Please update invalid address records when distributing undeliverable Form W-2s to your employees. This will prevent the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must 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 2020 FORM W- 2

The cost of this service is \$0.65 per Form W-2 to defray postage/processing costs. The fee is subject to increase when the postage rate is released in January 2021. SCO will send an invoice to your office in spring of 2021.

For more information about the Form W-2, visit the SCO website for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* at [California State Controller's Office: Personnel & Payroll Services](#). 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, for those employees who claim they did not receive their 2020 Form W-2, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 3, 2021. To apply for a fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form STD. 436. This form should show that the employee did not receive his or her 2020 Form W-2 and that they verified the correct mailing address from ViewDirect or the CIRS report.**

Please direct questions regarding this Payroll Letter to the Statewide Tax Support Program via email at PPSDSTSP@sco.ca.gov.

For additional questions, please use the following contact information:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
General Payroll Procedures W-2 Reporting Information	Statewide Customer Contact Center	(916) 372-7200
Duplicate or Replacement	Duplicate W-2 Unit	(916) 445-2847
Form W-2 1095-C Reporting Information	ACA Support Team	acasupport@sco.ca.gov
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
CSU Email Inbox	Personnel and Payroll Services Division SCO	PPSDCSUInquiry@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

JEB:EO:STSP