

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

DATE: October 21, 2022

PAYROLL LETTER #22-020

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: DIRECT MAILING OF 2022 FORM W-2 AND 2022 FORM 1095-C RETURN ADDRESS ON THE FORMS TO EMPLOYEES**

This Payroll Letter provides information and distribution details regarding the 2022 Form W-2 (W-2) and the 2022 Form 1095-C (1095-C).

### **W-2s**

The State Controller's Office (SCO) will mail all Form W-2s to the employee's current mailing address.

1. The SCO will pre-print the agency or campus return address and reporting unit codes as the return address for all Form W-2s. This will expedite the return of undeliverable Form W-2s by the United States Postal Service (USPS) to the appropriate agency or campus.
  - a. **IMPORTANT:** Please validate that the return address used last year for your agency or campus is correct for 2022 Form W-2s. If you are unsure whether the return address is correct or need to correct your address, contact PPSD Statewide Tax Support Program at [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov) by November 3, 2022.
  - b. When the SCO processes your address change, Tax Support will send an email confirming the change by November 14, 2022. If you do not receive a confirmation by this date, please send an email to [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov).
2. In November 2022, SCO will include a global message on the employee's October Pay Period Statement of Earning and Deductions (pay stub) to remind employees to verify their mailing address and to notify their personnel/payroll office if the address is incorrect. The global message will include the employee's current address as reported on SCO's Employment History Database.
  - a. If the address is incorrect, the employee must submit an [Employee Action Request Form, STD. 686](#), with their new address to their Personnel Office.
  - b. All agencies and campuses must update employee address changes, including administrative changes for permanently separated employees, prior to **December 16, 2022**.
3. The SCO will issue a Payroll Letter in December 2022 informing agencies and campuses of the mailing date for the Form W-2s, and the date the agencies and campuses can access employee address listings on ViewDirect.
  - a. Agencies and campuses will incur a service fee of \$0.68 for each form W-2 mailed to offset SCO's postage and handling costs. The fee is subject to adjustment for 2023 anticipated postal increase by the USPS. Your agency or campus will receive an invoice from SCO for these services by April 2023.

## 1095-Cs

The SCO will mail all 1095-Cs to the employee's current mailing address.

1. The SCO will pre-print the SCO address as the return address for all 1095-Cs.
  - a. The SCO will send any undeliverable 1095-Cs to the agency or campus for distribution to the employee.
2. The SCO will issue a Personnel Letter in early 2023 to inform agencies and campuses of reporting completion and distribution of the 2022 Form 1095-Cs to eligible employees, along with the date Human Resources staff may access the 1095-C Issued report on ViewDirect.

Please direct questions regarding this Payroll Letter to the Statewide Tax Support Program via email at [PPSDSTSP@sco.ca.gov](mailto:PPSDSTSP@sco.ca.gov).

### Additional Contact Information:

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- ConnectHR Feedback Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [ppsdmir@sco.ca.gov](mailto:ppsdmir@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

### SCO Key Initiatives:

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

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