

HUMAN RESOURCES MEMORANDUM 20-030	DATE ISSUED: 11/02/2020
SUBJECT: 2020 FORM W-2 AND FORM 1095-C	REFERENCE: PL 20-020
TO: All DGS Employees	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform employees that the State Controller's Office (SCO) will mail all W-2s and 1095-C to the employee's current mailing address, as reported on SCO's Employment History Database, by the end of January 2021.

Current Mailing Address

It is recommended employees verify their mailing address listed on their October 2020 paystub or Cal Employee Connect account to ensure timely receipt of the W-2 and 1095-C.

If the address is incorrect, employees must submit an [Employee Action Request, STD. 686](#), with their new address, to the Office of Human Resources by December 16, 2020.

Duplicate W-2

In the event you lose your W-2 or require a duplicate copy for another reason, you may request one by completing the [Request for Duplicate Wage and Tax Statement, STD. 436](#).

There is an \$8.50 processing fee for each tax year a duplicate W-2 is requested. More information is available on the SCO website at https://www.sco.ca.gov/ppsd_empinfo_dpw-2.html.

For current state employees, the \$8.50 processing fee will be deducted from their next applicable pay warrant once the STD. 436 is received by the SCO, Payroll Services Division.

Questions

For questions regarding this memorandum, please contact your designated Attendance Clerk.

AMY APPLGATE, Personnel Officer
Office of Human Resources

AA:mc