

HUMAN RESOURCES MEMORANDUM 19-017	DATE ISSUED: 11/07/2019
SUBJECT: 2019 FORM W-2 AND FORM 1095-C	REFERENCE: PL 19-019
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 2020.

Current Mailing Address

It is recommended employees verify their mailing address listed on their October 2019 paystub 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 November 27, 2019.

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 Employee Resource Liaison or Attendance Clerk.

AMY APLEGATE, Personnel Officer
Office of Human Resources

AA:mo