

HUMAN RESOURCES MEMORANDUM 24-021		DATE ISSUED: 12/13/2024
SUBJECT: DISTRIBUTION AND BILLING OF 2024 FORM W-2 WAGE AND TAX STATEMENT		REFERENCE: N/A
TO: All Department of General Services Employees		SUPERCEDES: N/A

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 2025.

Current Mailing Address

It is recommended employees verify their mailing address listed on their 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 Personnel Transactions Unit by December 18, 2024.

Employees who enrolled in paperless W-2 prior to the November 30, 2024, enrollment cutoff date, will not receive a paper W-2 via mail.

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.