

California Department of Fish and Wildlife  
Human Resources Branch  
**Human Resources Memorandum**

<b>SUBJECT:</b>  <b>UPDATE EMPLOYEE ADDRESS FOR W-2 FORMS</b>	<b>NUMBER:</b> <b>HR 15-033</b>
	<b>DATE ISSUED:</b> <b>11/06/15</b>
<b>DISTRIBUTION:</b> <b>All CDFW Employees</b>	<b>EXPIRES:</b> <b>12/18/15</b>

This memorandum is to remind all Department of Fish and Wildlife (DFW) employees to verify the mailing address as noted on their November 2015 Statement of Earnings and Deductions (paystub). The State Controllers' Office (SCO) will mail all 2015 W-2 Forms to the employees' mailing address on the paystub which reflects the current address as reported on SCO's Employment History Database.

Employees who need to correct their current address of record must submit an [Employee Action Request \(EAR\) form](#) before the extended due date of **December 18, 2015**. SCO will compare employee addresses with the United States Postal Service (USPS) database containing address changes as reported by the employee within the last six months. The new USPS employee address will appear on the W-2 form.

Beginning January 2016, SCO will inform the Human Resources Branch when W-2 forms will be printed and distributed. If you have any questions, please contact your assigned Personnel Specialist or Cathy SooHoo at 916-653-9075.