

Human Resources Memorandum

SUBJECT: UPDATE EMPLOYEE ADDRESS FOR W-2 AND 1095-C TAX FORMS	NUMBER: HR 17-019
	DATE ISSUED: 11/14/2017
DISTRIBUTION: All CDFW	EXPIRES: 12/19/17

The State Controllers' Office (SCO) is preparing to mail all 2017 Form W-2 (W-2) and 2017 Form 1095-C (1095-C) to employee's current mailing address. All agencies must update employee address changes prior to December 19, 2017.

SCO included 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 included the employee's current address as reported on SCO's Employment History Database.

AUTHORITY

SCO Payroll Letter #17-018

PROCEDURE

Employee Responsibilities

- If the current address listed on your October pay stub is incorrect, please submit an [Employee Action Request \(EAR\) form \(Std. 686\)](#) to your assigned Personnel Specialist **no later than December 15, 2017** in order to provide the HRB with sufficient time to key in the address change prior to the December 19, 2017 SCO deadline.
- If the current address is correct, no further action is required. Employees are encouraged to file a change of address with the US Postal Service.

Personnel Specialists Responsibilities

- Headquarters and Regional Personnel Specialists must process change of address EAR forms **no later than December 19, 2017** for SCO to mail tax forms to the correct address.

CONTACT

If you have any questions, please contact your assigned Personnel Specialist.

Please note: As of the October 2017 pay period, the Region Six (6) employees' Payroll and Benefits Personnel Specialist is located at Sacramento headquarters. Your contact

California Department of Fish and Wildlife
Human Resources Branch

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until further notice is Catherine SooHoo. She can be reached by telephone number (916) 653-9075 or email to Catherine.sooHoo@wildlife.ca.gov.