

Human Resources Branch Memorandum

SUBJECT: Update Employee Address For W-2 And 1095-C Tax Forms	NUMBER: HRB 18-023
	DATE ISSUED: Nov 7, 2018
DISTRIBUTION: CDFW All	EXPIRES: N/A

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees to verify their mailing address listed on their October and November Pay Period Statement of Earning and Deductions (pay stub) and to notify their Personnel Specialist if the address is incorrect. The State Controllers' Office (SCO) is preparing to mail all 2018 Form W-2 (W-2) and 2018 Form 1095-C (1095-C) to employees' current mailing address. All agencies must update employee address changes prior to December 19, 2018.

Authority

- [SCO Payroll Letter #18-020](#)

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 14, 2018** in order to provide the HRB with sufficient time to key in the address change prior to the December 19, 2018 SCO deadline.
- If the current address is correct, no further action is required.

***Note:** employees **must** submit their EAR form updating their mailing address by the December 14, 2018 deadline to ensure their 2018 Form W-2 and 2018 Form 1095-C are mailed to the correct mailing address. Failure to do so will result in the employee not receiving their W-2 or 1095-C.

Personnel Specialists Responsibilities

- Headquarters and Regional Personnel Specialists must process change of address EAR forms **no later than December 18, 2018** for SCO to mail tax forms to the correct address.

Contact

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