



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

January 19, 2021

SBAS-9400

TO: K-12 School Districts
Independent Charter Schools
Santa Barbara County SELPA
County Education Office - Fiscal Services

ATTENTION: Payroll Departments and Human Resources

FROM: Myron Porter ^{MP} - Payroll System Supervisor

SUBJECT: **W-2 Distribution**

Enclosed are W-2 forms for your district. These forms must be distributed on or before Feb. 1. Any forms that you have in your possession on Feb. 1 **must** be mailed and postmarked via United States Postal Service on that day.

If your district determines that a W-2 correction is necessary, send the request in writing, including backup, to my attention. Please allow approximately three weeks for processing of the W-2C. Note: No adjustment to federal or state income tax is allowed after the W-2 is issued.

The W-2s are filed electronically with the Internal Revenue Service under the name of "*Santa Barbara County Schools - PO Box 6307, Santa Barbara, CA 93160-6307*" Please note that School Business Advisory Services will refer all W-2 telephone calls from district employees to the appropriate district payroll department.

W-2s that your district is unable to deliver to the employee, after a reasonable effort, must be retained by your district for a four-year period. Reasonable effort has been made if the employer mailed the W-2 to the last known address of the employee, and it is thereby determined to be undeliverable.

Accompanying the laser-printed W-2 forms are window envelopes. Districts will need to place the employee W-2 forms in the window envelopes provided. Districts may print duplicate W-2's from *HR/Payroll-Processes-Tax Reporting-Employee W2* tasks. In the Report Warehouse are the reports *Pay 26 Employer W2 Copy*, *Pay 27 W2 Summary*, and *Pay 91 Quarterly Report*.

If you have any questions, please contact me at ext. 5280.