



District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 19-019

Date: January 17, 2019

From: Ann Redd-Oyedele, District Business Advisor - Senior

Re: 2018 W-2 Wage and Tax Statements

Please be advised that we are currently working on the 2018 W-2 Wage and Tax Statements. These W-2's will be ready for pick up from your mailbox in District Business and Advisory Services (DBAS) on Monday, January 28, 2019. A corresponding pre-list of the printed W-2s will be sent by email to your district payroll contact. Per Internal Revenue Service guidelines, W-2's must be furnished to your employees on or before January 31, 2019.

The Santa Clara County Office of Education will not mail out W-2's on behalf of districts this year as this process was only a beta test for calendar year 2017.

Please feel free to call me at (408) 453-6593 or your District Advisors with any questions regarding the W-2 process.

Susan Ady	(408) 453-6957
Yen Lam	(408) 453-6510
Stephanie Lo	(408) 453-4327
Anita Maharaj	(408) 453-6594

Please distribute this memo within your District as deemed appropriate.