



## District Business and Advisory Services

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

Bulletin: 19-020

Date: January 25, 2019

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

Re: 2018 W-2 Wage and Tax Statements

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Please be advised that the 2018 W-2 Wage and Tax Statements have been printed and are ready for pick up in District Business and Advisory Services (DBAS). Because the mailboxes in DBAS are too small for large batches of documents, districts will need to check in with the front desk to pick up their bundle of W-2's.

A corresponding pre-list of the printed W-2's were sent by email to your district payroll contact on Wednesday, January 23, 2019. 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.*