



District Business and Advisory Services

Bulletin: 21-023

Date: January 13, 2021

To: District Chief Business Officers
District Fiscal Directors
District Human Resource and Payroll Managers

From: Dennis Loo, Supervisor – Payroll, Tax & Retirement

Re: **2020 W-2 Wage and Tax Statements/1099 Forms Pickup Instructions**

Please be advised that the *W-2 Wage and Tax Statements* and *1099* forms for 2020 is scheduled to be picked up by districts at the Santa Clara County Office of Education Ridder Park office on **January 28, 2021, Thursday, from 1:00 PM to 4:00 PM.**

Contactless Drive-Thru Pickup

Our team will be emailing your district’s Fiscal Director to obtain the name of the courier or designed pickup staff. The courier/designed staff will be asked to enter the Ridder Park parking lot at the second entrance on Ridder Park Drive and drive to the pickup area in the parking garage. District staff/courier will need to show his/her employee badge or driver license for verification. Our team will then place the W-2 and 1099 forms in the back trunk of your car. The attached map illustrates the driving instruction.

A corresponding pre-list of the printed W-2’s will be sent by encrypted email to your district payroll contact on Wednesday, January 27, 2021. Per Internal Revenue Service guidelines, W-2’s must be furnished to your employees on or before February 1, 2021.

Please feel free to contact me at (408) 453-6617 or your District Business Advisor with any questions regarding the W-2 process.

Ann Redd	(408) 453-6593
Rema Kumar	(408) 453-4277
Susan Ady	(408) 453-6957
Yen Lam	(408) 453-6510

Please distribute this memo within your District as deemed appropriate.

W2 and 1099 Distribution

Thursday, January 28th

1:00pm - 4:00pm

1290 Ridder Park Drive, San Jose CA 95131

