



## District Business and Advisory Services

Bulletin: 22-017

Date: January 18, 2022

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

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

Re: **2021 W-2 Wage and Tax Statements/1099 Forms Pickup Instructions**

Please be advised that *W-2 Wage and Tax Statements* and *1099* forms for 2021 are scheduled to be picked up by districts at the Santa Clara County Office of Education Ridder Park office on **Thursday, January 27, 2022, from 10:00 AM to 12:00 PM.**

Districts were previously informed by our Technology Data Service Division (TDS) that the 1099 forms would be available on January 25, 2022. Unfortunately, we are not able to accommodate distribution on that date due to Covid related restrictions. If your district needs to pick up the 1099 forms earlier than January 27, please contact TDS by submitting a service request. Here is the link to submit a service request <https://sccoe.service-now.com/sp>.

For those districts that currently pick up their AP warrants: To be respectful of your courier/designated staff's time, we will also distribute the AP warrants along with the W2's and 1099's. (If your district currently has the COE mail out the AP warrants, there will be no change to this process.)

### **Contactless Drive-Thru Pickup**

Our team will be emailing your district's Fiscal Director to obtain the name of the courier or designated pickup staff. Please inform the courier/designated staff 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, 1099 forms, and AP warrants (for those districts that pick up their AP warrants) 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 26, 2022. Per Internal Revenue Service guidelines, W-2's must be furnished to your employees on or before January 31, 2022.

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
Jemil Dimaya	(408) 453-6590
Yen Lam	(408) 453-6510

*Please distribute this memo within your District as deemed appropriate.*

# W2, 1099, and AP warrant Distribution

Thursday, January 27, 2022

10:00am - 12:00pm

1290 Ridder Park Drive, San Jose CA 95131

