



District Business and Advisory Services

Bulletin: 23-017

Date: January 09, 2023

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

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

Re: **2022 W-2 Wage and Tax Statements/1099 Forms Pickup Instructions**

Please be advised that *W-2 Wage and Tax Statements* and *1099* forms for 2022 are scheduled to be picked up by districts at the Santa Clara County Office of Education in the Guadalupe room **Friday, January 27, 2023, from 10:00 AM to 1:00 PM**. The Guadalupe Room is the first door on your left as you enter the South Building main lobby, reception will be able to direct you if needed. District staff/courier will need to show his/her employee badge or driver's license for verification.

Districts will also be able to pick up 1099 forms during this time. If your district needs to pick up the 1099 forms earlier than January 27, please contact TDSB 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 changes to this process. During this time you can also notify DBAS to pick up EOM payroll checks at DBASpayroll@sccoe.org, if you are set to keep your payroll checks status mailed then no action is required.

A corresponding pre-list of the printed W-2's will be sent by encrypted email to your district payroll contact on Wednesday, January 25, 2023. Per Internal Revenue Service guidelines, W-2's must be furnished to your employees on or before January 31, 2023.

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

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Please distribute this memo within your District as deemed appropriate.