



## District Business and Advisory Services

Bulletin: 24-016

Date: January 8, 2024

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

From: Susan Ady Director- District Business Services  
Dennis Loo Supervisor-Payroll, Taxes and Retirement

Re: **2023 W-2 Wage and Tax Statements/1099 Forms Pickup Instructions**

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Please be advised that *W-2 Wage and Tax Statements* and *1099* forms for 2023 are scheduled to be picked up by districts at the Santa Clara County Office of Education (SCCOE) on **Friday, January 26, 2024, at the mailroom district lockers located on the first floor**. If lockers cannot accommodate the quantity of W-2s, our office will notify the district via email in advance of pick-up. If your forms are not in your locker, please have your courier call x6609 and a District Business and Advisory Services (DBAS) staff member will bring the forms directly to them in the mailroom. Please note that due to the volume of W-2s processed, DBAS cannot mail them on the districts' behalf.

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 26, please contact the Technology and Data Services Division (TDSD) 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 Accounts Payable (AP) warrants: To be respectful of your courier/designated staff's time, we will also distribute the AP warrants along with the W-2's and 1099's. If your district currently has the SCCOE mail out the AP warrants, there will be no changes to this process.

A corresponding pre-list of the printed W-2's will be sent by encrypted email to your district payroll contact on Thursday, January 25, 2024. Per Internal Revenue Service guidelines, W-2's must be furnished to your employees on or before January 31, 2024.

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 bulletin within your District as deemed appropriate.*