



District Business and Advisory Services

Bulletin: 25-017

Date: January 3, 2025

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: **2024 W-2 Wage and Tax Statements/1099 Forms Pickup Instructions**

Please be advised that *W-2 Wage and Tax Statements* and *1099* forms for 2024 are scheduled to be picked up by districts at the Santa Clara County Office of Education (SCCOE) on **Monday, January 27, 2025, at the mailroom district lockers located on the first floor**. If district 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 large quantity 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 27, 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 by Friday, January 24, 2025. Per Internal Revenue Service guidelines, W-2's must be furnished to your employees on or before January 31, 2025.

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 bulletin within your District as deemed appropriate.