Kern County Superintendent of Schools
Office of John G. Mendiburu, Ed.D.— Advocates for Children

bulletin
No. 08

November 9, 2026

TO: Superintendents, CBO's, & Payroll

FROM: Division of Fiscal Support – External Business Services

SUBJECT: 2026 W2 Processing Timeline and Key Deadlines – Signed Prelists Due January 13, 2027

This bulletin provides key dates and processing deadlines for 2026 W-2 preparation and distribution. Districts should review each milestone carefully and complete all required adjustments by the specified deadlines to ensure accurate and timely issuance of employee W-2 forms.

December 8	W2 Training – KCSOS Bell Tower Plaza Room 107 9:00 AM – 10:00 AM
Available Now W2 Prelist (W2SB25)	Preliminary W2 Prelist for 2026 **Available NOW** – Run W2 Prelist with **Next Year** Option Set Next Year – Run Option: 1 - Extract and then Print
Mid-December after Tax Year Release is Installed W2 Prelist (W2SB26)	W2 Prelist (W2SB26) Current Year – Run Option: **1 - Extract and then Print** Optional: Report Format – R - Reasonability Check (OASDI/ Medicare)
January 6	Final date to use pay history adjustments to make corrections
January 7 Use W2 Data Edit (W2ED26)	Begin using W2 Data Edit (W2ED26) screen for adjustments **Must also make** pay history adjustments so that pay history will reconcile to the quarterly 941s. W2 Prelist (W2SB26) Current Year – Run Option: **2 – Use Existing Extract/W2 Edit File**
January 13 **PRELIST DEADLINE! (Final Day for W2 Edits Prior to W2 Printing)**	Last day to make adjustments/additions using W2 edit screen for printed W2s PRELIST DEADLINE!
January 15-19	**Print and Seal W2s - KCSOS**
January 22 & 27	Edited W2s reprinted by KCSOS (W2 Reprints)

January 26	**** Final date to make any corrections using W2 edit screen** NOTE: W2-C must be completed by district after January 26**
January 25+	Districts pick up W2s for **distribution to employees by the January 31 deadline** – earlier if W2s are available – verify early pickup at BASS@kern.org
February 2 View W2 Image	W2 PDF images available on OASIS and ESS Districts can reprint lost, destroyed, etc. W2s

**Any adjustments made after January 26 will necessitate the preparation of a Form W2-C. These forms must be completed by the district and mailed to the appropriate agencies. These forms may be obtained from the local IRS office or requested from the IRS Web site at https://www.irs.gov/forms-instructions.

Please email BASS@kern.org or contact Vicki Lueck (661) 636-4706 or Joe Salazar (661) 636-4733 if you have any questions regarding this process.

MG:cf