Duplicate W-2 Request Form

W-2 Requests must be made in writing. Duplicate W-2s are mailed to the address provided. Please enter the information below, then print and sign the form. Forward the completed form to Payroll for processing.

Request for IRS Form W-2	
Only the 2006 through 2010 tax years can be requested. Please select from the drop-down menu which year you would like to receive.	
Payroll: Please reissue a Wage and Tax Statement (form W-2) for the following employee, for the tax year:	
Choose year	
Personal Information	
Employee Name:	
Social Security Number:	
E-mail:	
Telephone Number:	
Address:	
City, State, Zip:	
Signature	
Signature	
Signature:	Date