

## 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 2012 through 2022 tax years can be requested. Please specify 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:

Enter year

### Personal Information

Employee Name:

Social Security Number:

E-mail:

Telephone Number:

Address:

City, State, Zip:

### Signature

Signature:

Date

Print Form