

# W-2 Request Form

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Form W-2 Tax Year \_\_\_\_\_

**Reason for request** ( i.e., never received, misplaced or destroyed, SSN or name incorrect, other):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hold for pickup ( )

Mail to address listed below: ( )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<b>For Pavroll Dept. Use Only</b>
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Date request received: \_\_\_\_\_

Original W-2 delivered: \_\_\_\_\_

Duplicate W-2 reissued: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

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