

REQUEST FOR IRS FORM W-2

W-2's are only reissued on Fridays.

Please reissue a Wage and Tax Statement (IRS Form W-2) for the year ending _____ for:

Employee Name: _____

Employee ID#/Social Security #: _____

Current Mailing Address

Street/PO Box: _____

City, State Zip: _____

Campus Location: _____

Check applicable reason for reissue request of Form W-2:

- _____ Never Received
- _____ Misplaced or Destroyed
- _____ Social Security Number is Incorrect
- _____ Name is Incorrect
- _____ Other (please explain) _____

Check applicable receipt method for reissued Form W-2:

- _____ Pick up reissued tax statement
- _____ Mail reissued tax statement

Signature of Employee

Phone Number

**W-2 request must be received by the Payroll Department on Thursdays.
W-2's are only reissued on Fridays.**

FOR PAYROLL DEPARTMENT USE ONLY

Date Requested: _____ Duplicate W-2 Retailed: _____

Processed By: _____ Duplicate W-2 Reissued: _____