



Request for Duplicate W-2

Please reissue a WAGE AND TAX STATEMENT (Form W-2) for the year ending \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ S.S. # \_\_\_\_\_

**EMPLOYEE CURRENT MAILING ADDRESS:**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

The FORM W-2 is requested for the following reason:

Never Received

Misplaced or Destroyed

Social Security Number or Name Incorrect

Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**FOR PAYROLL DEPT. USE ONLY**

Date request rec'd: \_\_\_\_\_ Original W-2 remailed: \_\_\_\_\_

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

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