

MAIL TO: **Payroll**      **H3-18**

ATTN: **Payroll**

\_\_\_\_\_  
Date of Request

**REQUEST FOR IRS FORM W-2**

**Please Print**

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

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_      PAYROLL NO.: \_\_\_\_\_

EMPLOYEE CURRENT MAILING ADDRESS:

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

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

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

Do you wish the reissued form to be sent to your home or work address? \_\_\_\_\_

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

\_\_\_\_\_ Never Received

\_\_\_\_\_ Misplaced or Destroyed

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

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

**FOR PAYROLL USE ONLY:**

W-2 reissued on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Mailed on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Processed By: \_\_\_\_\_