

# *Request for a copy of W-2*

**Year:** \_\_\_\_\_

**Reason:**  Lost

Mailed to an old address (update address below)

Address is correct, never received it in the mail

Employee ID Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mail to address above

Pick up – call me when ready at \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll Use Only

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_