

Request for a copy of W-2 and Paycheck Stub(s)

There will be a 48 hour turnaround time and will be ready for pickup after 3:00

W2 Year: _____

Reason:

Lost

Mailed to an old address
(update address below)

Address is correct, never
received it in the mail

Paycheck Stub(s) Date: _____

Reason:

Lost

Mailed to an old address
(update address below)

Address is correct, never
received it in the mail

Please Print Clearly

Employee Name: _____

New Address: _____

Telephone Number: _____

Mail to address above

Pick up –48 hour turnaround ready after 3 pm

Signature _____ Date _____

Please forward to the Payroll Department in Hughes 203 or fax (619) 260-2988