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## DUPLICATE W-2 REQUEST FORM

**BACKGROUND:**

Your W-2 Wage and Tax Statement (W-2) is a record of your earnings and tax withheld for the year. Information found on a W-2 is used to file federal, state, and local tax returns. Copies of the W-2 are mailed each year on or about January 31<sup>st</sup>.

**PROCEDURE FOR REQUESTING A DUPLICATE W-2:**

To request a duplicate copy of your W-2, you must complete this form and return it to the Human Resource / Payroll Office, Room 205L or fax your request to 718-340-4434. You should receive the reissued W-2 on or about ten business days. We will deliver the W-2 to you based on the information you provide below.

**NO VERBAL REQUEST FOR A DUPLICATE COPY WILL BE HONORED**

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**ALL INFORMATION BELOW IS NEEDED TO COMPLETE YOUR REQUEST**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Requesting duplicate W-2 Wage and Tax Statement for year: \_\_\_\_\_

The reason for your request: \_\_\_\_\_ Never Received, \_\_\_\_\_ Misplaced or Destroyed

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

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

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

I wish to have my reissued W-2:

\_\_\_\_\_ Mailed to me at the address mentioned above. Is this a new address? ( ) Yes; ( ) No.

If the address mentioned above is a new address, kindly complete a Data Change Form for your HR / Payroll records.

\_\_\_\_\_ Fax to fax number: \_\_\_\_\_

\_\_\_\_\_ I will pick up my W-2, call me at \_\_\_\_\_ when it's ready.

EMPLOYEE SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

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**FOR PAYROLL OFFICE USE ONLY:**

Date request received: \_\_\_\_\_ Duplicate W-2 reissued on \_\_\_\_\_ Processed by: \_\_\_\_\_