

Request for Duplicate Form W-2

You will be charged a \$10 fee for each duplicate W-2 printed. For example, if you request duplicate W-2's for 2021 and 2022, you will be charged \$20.

Duplicate W-2's will not be released or mailed to you until the fee is received.

Acceptable forms of payment in person are cash, money order or check.

To minimize the risk of identity theft request will only be accepted in person or through the mail.

You may submit this form in person at the Payroll Office, or via postal mail. If you do not submit the request in person, you must also include a copy of a photo ID (e.g., driver's license, Washburn iCard, military ID, etc.). This requirement is necessary to reduce the risk of identity theft.

Once we receive the request and payment, duplicate W-2's generally will be mailed within 3 business days.

Alternatively, you may request to pick up your W-2 in the Payroll Office (MO 212) in this case, we will email (or call) you with notification when your duplicate W-2 is available for pickup. Indicate below how you would like to receive your duplicate(s). **All items below must be completed. If the request is incomplete, we will notify you via email or phone.**

Tax Year(s) requested

Are you a...

- Current Employee
 Former Employee

WIN number, or

Last 4 of SSN

Full name
(first, middle, last)
Address

Street Address

Street Address Line 2

City

State / Province

ZIP / postal code

Daytime phone
(including area code)

Email address

Signature: _____

Date: _____

Date Received in Payroll: _____

Request Processed by: _____

Date Mailed or Picked up: _____