

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 2017 and 2018, 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, neither duplicate W-2 requests nor payments will be accepted over the phone; mail payments must be made via check or money order.

DO NOT SEND CASH VIA MAIL.

You may submit this form in person at the Payroll Office, via postal mail, via fax (785-670-1054) or via email (payroll@washburn.edu). 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) we will email you 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.**

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			
My duplicate W-2 should be:	Mailed to the address above, or	Held for pickup in the Payroll Office	

X

Signature and date