



Every child is a work of art.
Create a masterpiece.

REQUEST FOR DUPLICATE W-2

TO BE COMPLETED ON OR AFTER FEBRUARY 13 (INACTIVE EMPLOYEES ONLY)

NAME: _____ Employee ID#: _____

PLEASE CHECK THE PRIMARY REASON FOR THE REQUEST (**CHECK ONLY ONE**)

Change of Address*

Received but misplaced and/or lost

Original never received; address has not changed*

Other (explanation below)

*Home Mailing Address (Please print clearly). A copy will be forwarded to the HR Department for change of address to update in PeopleSoft.

EMPLOYEE SIGNATURE (*Required*): _____ DATE: _____

Please fax, scan/email **or** mail the form to the Payroll Department. A duplicate W-2 will be printed and mailed to the home address in PeopleSoft within three (3) business days from date of receipt. Requests received **after April 18** will be processed within ten (10) business days and mailed to the home address in PeopleSoft.