



Request Form for Duplicate W-2

Employee Name	Social Security Number
Address	Phone Number

- Requesting duplicate W-2 form for year: _____
 Requesting Federal Tax ID # for: (explain) _____

The W-2 is requested for the following reason:

- Never Received
 Misplaced or destroyed
 Incorrect Name or Social Security Number
 Other (explain) _____

Check one:

- I hereby authorize Team One Employment Specialists LLC to fax a duplicate W-2 form to (_____)_____
I understand that protected personal information will be transmitted to the above fax number for this request _____
Employee Signature
- I will pick up my duplicate W-2 in person and I understand that this is a copy/scan only.
 Please mail my W-2 to the following address:

Name _____
Address _____

Employee Signature

Date

FOR PAYROLL DEPARTMENT ONLY

Date Request Received:	Processed By: