



Request for Duplicate Form W-2

Employee Name _____

Employee Number _____

Document(s) Requested

2019 W-2

Requests received before noon on Thursday will be available for pick-up on Friday, the following week. W-2s not picked-up will be put in the U.S. Mail on the following Monday.

Prior Year W-2

Year(s):

Note: Generation of W-2's will only go back to 2015 and can require up to 10-14 days for processing and distribution.

Mailing Instruction

All duplicate requests for W-2's not picked-up will be mailed to the home address on file. Please complete below for address changes

Home Address _____

City, State Zip _____

Address Change (Your address on record will be updated.)
Change of address for retired employee must be processed through Benefit Administration by completing Retiree Change of Address Form before a duplicate request can be forwarded to a new address.

Telephone Number _____

Email Address _____

Signature _____

Date _____

Please fax completed form to 866-761-7413