

**REQUEST FOR IRS FORM W-2**  
**PLEASE PRINT**

Please reissue a **WAGE AND TAX STATEMENT (Form W-2)** for the following employee,  
for the tax year ending \_\_\_\_\_.

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**The FORM W-2 is requested for the reason:**

\_\_\_\_\_ Never Received  
\_\_\_\_\_ Misplaced or Destroyed  
\_\_\_\_\_ Social Security Number or Name Incorrect  
\_\_\_\_\_ Other (Explain) \_\_\_\_\_

I authorize that \$11.00 be deducted from my next pay to receive this "Re-Issued" W-2.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

**FOR CHECKMATE USE ONLY:**

Date request rec'd: \_\_\_\_\_

Original W-2 re-mailed: \_\_\_\_\_

Processed by: \_\_\_\_\_

Duplicate W-2 re-issued: \_\_\_\_\_