



# Request for Duplicate W-2

If you have moved and did not receive your W-2 or if you have lost it, you may request a duplicate W-2 be printed at no charge. It can take up to two (2) weeks to process this request. Duplicate W-2's can be mailed, to the address you provide below, or picked up in the University Payroll office. We are unable to fax or send them electronically due to confidentiality issues. Current Employees can access their W-2 immediately by choosing to consent for Online delivery via the Pace Portal.

The IRS has approved the use of electronic W-2 statements and this method has been put in place as an option to receiving a paper copy. An employee's consent to receive a W-2 form Online will be valid for all subsequent tax years unless consent is revoked by the employee. Employees can choose to opt- in at anytime during the year granting them access to current and prior year W-2 Forms.

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Employee/Student ID # \_\_\_\_\_ Last 4 digits of social security # \_\_\_\_\_

Reason for requesting duplicate W-2:  Never Received  Lost  Damaged  Other

### Select a Delivery Option:

\*If requesting the form be mailed, please provide a copy of picture identification, such as a driver's license ( former employee's) or Pace ID badge (current employees), along with this request form. If picking up the duplicate form W-2 in person, please be prepared to show picture ID such as a driver's license or your ID badge. [Please allow 5-7 business days to process your request.](#)

Mail my form. I have attached a copy of my ID. Mailing Address \_\_\_\_\_

I will pick up my W-2; please e-mail me when it is ready. Email \_\_\_\_\_

I will pick up my W-2; please call me when it is ready. Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_