

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

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

**I request that the reissued W-2 be mailed \_\_\_\_\_.**

**I request that the reissued W-2 be available for pickup \_\_\_\_\_.**

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

**PLEASE NOTE: W-2's WILL BE MAILED OR AVAILABLE FOR PICKUP  
WITHIN 24 HOURS OF RECEIPT OF REQUEST IN PAYROLL**

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