



# Duplicate W-2 Request Form

*Please submit this form to your Payroll Specialist*

**Please reissue a wage and tax statement (IRS Form W-2) for the following employee for the tax year ending \_\_\_\_\_.**

**Employee Name:** \_\_\_\_\_ **Social:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form W-2 is requested for the following reason:**

- Never Received
- Misplaced or Destroyed
- Name or Social Security # Incorrect
- Other (Explain): \_\_\_\_\_

**\*\*\* There will be a \$25 charge for duplicate W-2's from previous tax years. ProPay, Inc. accepts cash, check, or credit/debit card. \*\*\***

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_