



# Checkmate

WORKFORCE MANAGEMENT SOLUTIONS

## 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 \_\_\_\_\_.

EMPLOYER NAME: \_\_\_\_\_

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

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

EMPLOYEE CURRENT MAILING ADDRESS:

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) \_\_\_\_\_

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

\_\_\_\_\_  
**EMPLOYER SIGNATURE**

**FOR CHECKMATE USE ONLY:**

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

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

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

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