



So you can get back to business.

**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) _____

I authorize that \$12.00 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: _____