



UNIVERSITY OF NOTRE DAME

Procedures for Duplicate Form W-2 Requests

MAIL TO: University of Notre Dame
Payroll Services
724 Grace Hall
Notre Dame, IN 46556

Date of Request: \_\_\_\_\_

FAX NO.: (574) 631-3138

REQUEST FOR IRS FORM W-2
PLEASE PRINT

Please reissue a [ ] WAGE & TAX STATEMENT (Form W-2) or [ ] send copy of W-2 for E-file purposes for the following employee, for the 2007 tax year.

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

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

I would like to receive my Form W-2 request by (check one):

[ ]

MAIL

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

[ ]

PICKUP

PHONE NUMBER: \_\_\_\_\_

The duplicate Form W-2 is requested for the following reason:

- Never Received
Misplaced or Destroyed
Social Security Number or Name Incorrect
Mailing Address with HR or Registrar's Office is incorrect
Other (Explain) \_\_\_\_\_

I understand that duplicate Form W-2 will be processed each Friday beginning on February 15th thru the end of tax filing season. To be included on a Friday's printing, Payroll Services must receive the Duplicate W-2 Request Form by Wednesday of the same week.

Signature of Employee

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd:

Original W-2 remailed:

Processed by:

Duplicate W-2 reissued:

Copy of W-2 for E-file Issued: