



UNIVERSITY OF NOTRE DAME

Duplicate Form W2 Request

Note: Online versions of 2016 Form W-2 are now available via InsideND, similar to employee pay stubs. If you are off-campus, please note that you will need to sign in to the VPN (see oit.nd.edu for details). Simply login to insideND, type "W-2" in the search box, and then click on the W-2 task to view your form. Use the print browser to print your W-2 in a format that can be used for filing paper versions of federal and state tax returns.

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

Date of Request:

FAX NO.: (574) 631-3138

PLEASE PRINT

Please reissue a [] WAGE & TAX STATEMENT (Form W-2) for the following employee, for the 2016 tax year.

EMPLOYEE NAME: _____

NetID _____ SOCIAL SECURITY NUMBER: XXX-XX- ____
(last four digits only)

I would like to receive my Form W-2 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-2s will be processed each Friday beginning February 10th thru the end of tax filing season. To be included on a Fridays printing, Payroll Services must receive the Duplicate W-2 Request Form by noon on Wednesday of the same week.

Signature of W-2 Recipient _____

FOR PAYROLL DEPT. USE ONLY:

Date request received:
Processed by:

Original W-2 re-mailed:
Duplicate W-2 reissued:
Copy of W-2 for E-file Issued: