



UNIVERSITY OF NOTRE DAME

Duplicate Form W2 Request

Note: Online versions of 2017 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 2017 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 9th 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: