



UNIVERSITY OF NOTRE DAME

Duplicate Form W2 Request

Note: Online versions of 2011 Form W-2 are now available via InsideND, similar to employee pay stubs. Simply go to the My Resources Tab, Employee Personal Information channel, click Tax Information, then the W2 link to view your form. Use the print browser to print your W2 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) or [] send copy of W-2 for E-file purposes for the following employee, for the 2011 tax year.

EMPLOYEE NAME: _____

NerID _____ 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 W2s will be processed each Friday beginning February 10th 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 W-2 Recipient _____

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd:
Processed by:

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