



UNIVERSITY OF
NOTRE DAME

Duplicate Form W-2 Request

NOTE: Online versions of 2018 Form W-2 are 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). Search for "W2" in the white search bar, click the W-2 icon, select the year and enter the last four digits of your Social Security number 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: _____

EMAIL TO: payroll@nd.edu

FAX TO: (574) 631-3138

PLEASE PRINT

Please reissue a WAGE & TAX STATEMENT (Form W-2) for the following employee, for the **2018** tax year.

EMPLOYEE NAME: _____

NetID or ND ID #: _____

SOCIAL SECURITY NUMBER: XXX - XX - _____

(last four digits only)

Please check whether you would like your duplicate W-2 to be mailed or if you will pick it up. *Please note that we are not able to email your W-2 form for security reasons as it contains your Social Security information.*

MAIL

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: _____

City: _____ State: _____ Zip Code: _____

PICK UP

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 8th 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 rec'd:

Processed by:

Original W-2 Re-Mailed:

Duplicate W-2 Re-Issued:

Copy of W-2 for E-file Issued:

<http://controller.nd.edu/assets/91670/duplicatew2s.pdf>