



UNIVERSITY OF  
NOTRE DAME

## Duplicate Form W-2 Request

**THIS FORM IS TO BE USED ONLY IF YOU ARE NO LONGER A STUDENT OR EMPLOYEE**

**Are you a current employee?** If so, go to <https://controller.nd.edu/payroll-services/payroll-tax/> for instructions on how to access and reprint your W-2.

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 **2020** 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.

MAIL

EMPLOYEE CURRENT MAILING ADDRESS:

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

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

PICK UP

Phone Number: \_\_\_\_\_

E-MAIL

E-mail Address: \_\_\_\_\_

Never Received

Misplaced or Destroyed

Social Security Number or Name Incorrect

Mailing Address with HR or Registrar's Office is incorrect

Other (Explain) \_\_\_\_\_

**Due to the Payroll Office's COVID office hours, I understand that the duplicate Form W-2s will be processed every Tuesday and Thursday beginning February 13th thru the end of tax filing season.**

Signature of W-2 Recipient: \_\_\_\_\_

#### FORPAYROLLDEPT. 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>