



## 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 **2024** 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) \_\_\_\_\_

I understand that the duplicate Form W-2s will be processed every Friday beginning 2/14/2025 thru the end of tax filing season. Forms must be received by noon on Wednesday to be included in that Friday's mailing.

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

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#### FOR PAYROLL DEPT. USE ONLY:

Date request rec'd:

Processed by:

[https://controller.nd.edu/assets/555789/2023\\_duplicate\\_w\\_2\\_request.pdf](https://controller.nd.edu/assets/555789/2023_duplicate_w_2_request.pdf)

Original W-2 Re-Mailed:

Duplicate W-2 Re-Issued:

Copy of W-2 for E-file Issued:

Logged ☐