



**Queens College
Policy and Procedure**

Duplicate W-2 Request	Office Of Human Resources/Payroll
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Reinalda Medina- Director, Office of Human Resources- (718) 997-4455
 Sharon Megnath- Payroll Officer, Office of Human Resources- (718) 997-5765

Background:

Your W-2 is a record of your earnings and tax withheld for the year. Information found on a W-2 is used to file federal, state, and local tax returns. Copies of the W-2 Wage and Tax Statement are mailed each year by January 31.

Procedure for Requesting Duplicate W-2:

To request a duplicate copy of your W-2 form, you must complete this form and return it to Kiely Hall, Room 153 or fax the completed form to 718-997-5908. You should receive the duplicate W-2 within five to ten business days. It will be sent in the mail to the address indicated on the form or faxed to the number indicated on the form. **No verbal request for a duplicate copy will be honored.**

Duplicate W-2 Request Form

Employee Name _____ Last 4 Digits of Social Security No. ***-**-_____

Requesting Duplicate Form W-2 Wage and Tax Statement for _____
 Year

The Form W-2 is requested for the following reason:

- _____ Never Received
- _____ Misplaced or Destroyed
- _____ Other (Explain)

Employee Street Address _____

City _____ State _____ Zip Code _____

I wish to _____ have my reissued W-2 mailed to me at address above.
 _____ have my reissued W-2 faxed to _____ (Fax #).
 _____ call me at _____ so I may pick up my W-2.

Employee Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

Date Request rec'd _____ Original W-2 mailed _____
 Processed by: _____ Duplicate W-2 reissued _____

**Any questions regarding duplicate W-2's should be directed to
 Sharon Megnath at 718-997-5765**