



**Queens College  
Policy and Procedure**

<b>Duplicate W-2 Request</b>	<b>Office Of Human Resources/Payroll</b>
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**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 fifteen to twenty 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.**

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**Duplicate W-2 Request Form**

Employee Name \_\_\_\_\_ Last 4 Digits of SS 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 #).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR PAYROLL USE ONLY:

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