

Request For Duplicate Copy of IRS Form W-2

Mail To: Payroll Services
Georgia Perimeter College
3251 Panthersville Road
Decatur, Georgia 30034

Date of Request

Interoffice: Payroll Services
Decatur Campus

Fax No: (404) 244-2241

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

EMPLOYEE NAME: _____

SOCIAL SECURITY NO: _____

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address _____

City _____ State _____ Zip Code _____

EMPLOYEE INTEROFFICE ADDRESS:

Department _____ Campus _____

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

- _____ Never Received
- _____ Misplaced or Destroyed
- _____ Social Security Number or Name Incorrect
- _____ Other (Explain) _____

Signature of Employee

FOR PAYROLL USE ONLY:

Date Request Received: _____ Returned W-2 Mailed: _____

Processed by: _____ Duplicate W-2 issued: _____