

Form W-2's are produced in January, for the previous tax year, with the last known mailing address on file. If you have moved and did not receive your W-2 or if you have lost it, you may request a duplicate W-2 be printed at no charge. It can take up to two (2) weeks to process this request. Duplicate W-2's can be mailed, to the address you provide below, or picked up in the University Payroll office. We are unable to fax them or send them electronically due to confidentiality issues.

I am requesting a duplicate W-2 form for the tax year(s) \_\_\_\_\_

Please enter your name as it appears on your Social Security card

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Employee/Student ID # \_\_\_\_\_ Last four digits of your Social Security # \_\_\_\_\_

Reason for requesting duplicate W-2 (required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose/Complete One:

Mail my form Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I will pick up my W-2; please e-mail me when it is ready Email \_\_\_\_\_

I will pick up my W-2; please call me when it is ready Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form to University Payroll

Mailing Address:  
Campus Box 7233  
Raleigh, NC 27695-7233

Physical Address:  
Administrative Services - Bldg II  
2711 Sullivan Dr., Suite 200

Fax# 919-515-4320

email: hrpayroll@ncsu.edu