

**SAINT MICHAEL'S COLLEGE
DUPLICATE W-2 REQUEST FORM**

Mail, hand deliver to the Human Resources office in Klein, or FAX to 802 654-2321

FOR HR USE: Processed by _____ Date Processed _____
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Date of Request: _____ W-2 Year Requested: _____
(Leave blank for FA pre-authorization)

Employee ID Number: _____

Employee Name: _____

<p>Mail W-2 to this Address: _____ _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone – Work: _____ Ext: _____ Home: _____</p>

Employee Signature: _____

<p>Mail to above address: _____ Send to Saint Michael's College Financial Aid: _____</p> <p>Pick Up by Employee: _____ (Signature and Photo ID Required)</p> <p>Pick Up by: _____ (Signature and Photo ID Required) <small>PRINT NAME</small></p> <p>Signature of person picking up W-2: _____ Date of pickup: _____</p>
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Duplicate W-2 Procedures:

- Please be advised that W-2s and duplicate W-2s will not be faxed or e-mailed.
- If the method of delivery selected is 'Mailed', the duplicate W-2 will be mailed to the Mailing Address provided on the Duplicate W-2 Request form.
- If the method of delivery selected by the employee is 'Pick up', the employee must provide a valid photo identification and Pickup Signature for release of the duplicate W-2.
- Requests received prior to the IRS mailing deadline will not be processed until mid-February (to allow time for delivery of the original W-2).
- **The returned original W-2 will be sent, if it is on file in our office. If the original is not on file, a duplicate W-2 will be provided.**