



# Duplicate W-2 Request Form

*Please submit this form to your Payroll Specialist*

**Please reissue a wage and tax statement (IRS Form W-2) for the following employee for the tax year ending \_\_\_\_\_.**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**This form W-2 is requested for the following reasons:**

Never Received

Misplaced or Destroyed

Name or Social Security # Incorrect

Other (Please explain)

**\*\*\* There will be a \$25 charge for duplicate W-2's from previous tax years. \*\*\*  
National PEO accepts cash, check, or credit/debit card.**

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

Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: 480.429.8098

Fax: 480.945.1525

[www.nationalpeo.com](http://www.nationalpeo.com)