



**Queens College
Policy and Procedure**

Duplicate W-2 Request	Office Of Human Resources/Payroll
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Lee Kelly- Assistant Vice President, Office of Human Resources- (718) 997-4455
Sharon Megnath- Compensation Manager, Office of Human Resources- (718) 997-5765

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 via email at ohr.payroll@qc.cuny.edu, to Kiely Hall, Room 151, 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.**

Duplicate W-2 Request Form

Employee Name _____ Last 4 Digits of Social Security No. ***-**-****

Requesting Duplicate Form W-2 Wage and Tax Statement for _____
Year

Employee Status: Active Inactive

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

- Never Received
- Misplaced or Destroyed
- Incorrect Address
- Other: _____

Employee Street Address: _____

City: _____ State: _____ Zip Code: _____

I wish to have my reissued W-2 sent:

- Email: _____
- Mail: _____
- Fax: _____

If you are an active CUNY employee; please update your home/ mailing address on CUNYFirst (home.cunyfirst.cuny.edu)

Employee Signature: _____ Date: _____

FOR PAYROLL USE ONLY:

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