

Request for Duplicate IRS Form W-2
Please Print

Mail To: Kenmore-Town of Tonawanda Schools
1500 Colvin Blvd.
Buffalo, NY 14223
Attn: Human Resources Department
Fax #: 716-874-8546

Date of Request

Please reissue a Wage and Tax Statement (Form W-2) for the following employee, for the tax year(s) ending _____.

EMPLOYEE NAME (**PRINT**): _____

Employee ID #: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Work Location: _____

Location Address: _____

City: _____ State _____ Zip Code _____

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

- _____ Never Received
- _____ Misplaced or Destroyed
- _____ Social Security Number or Name Incorrect
- _____ The dog ate it.
- _____ Other (Explain) _____

Signature of Employee

For Payroll Department Use Only:

Date request received: _____ Original W-2 mailed: _____

Processed by: _____ Duplicate W-2 reissued: _____

Date Payment Received: _____ Received Cash / Check # _____

W-2 Reprints are done on Thursdays only, after January 31st. Can be picked in Human Resources after 2 PM on Thursdays.