

REQUEST FOR DUPLICATE W-2

You may fax this form to Payroll – (760) 951-8506

I request a copy of my 2007 W-2 for the reason below.
Replacement W-2s will be available to you within 5 business days.

Never received in the mail

Incorrect address (please fill out an 'Employee Personal Information Sheet' or list below to confirm)

Address: _____

City/St/Zip: _____

Address is correct but still not received

Received W-2 but was lost or misplaced

Print Name: _____ SSN: _____

Signature: _____ DATE: _____

Date of Birth: _____ Telephone #: _____

Please mail to me _____

I will Pick Up _____

- If the copy is to be mailed, the address must match our records.
- If the copy is to be picked up by someone else, we must have a written authorization from you.
- W-2s will **NOT** be faxed or emailed.
- If the original W-2 is returned to us undelivered, we will re-send to the address listed above.

All W-2s were originally mailed no later than January 31st to the last known address as of approx. 12-20-07.