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.

P:\Request for Duplicate W-2 Form – Microsoft Word

Updated: 1/10/08