

MAIL TO: GROSSMONT UNION HIGH SCHOOL DISTRICT
ATTENTION: PAYROLL
P.O. BOX 1043
LA MESA, CA. 91944-1043

DATE OF REQUEST

FAX NO: (619)465-5262

REQUEST FOR IRS FORM W-2

PLEASE PRINT

Please reissue a WAGE AND TAX STATEMENT (Form W-2) for the following employee for the tax year ending _____.

EMPLOYEE NAME: _____

SOCIAL SECURITY NO.: _____

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address _____

City _____ State _____ Zip Code _____

WORK LOCATION & NO.: _____

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
- _____ Other (Explain) _____

I understand there'll be a \$10.00 fee for this service.

Signature of Employee

FOR PAYROLL DEPARTMENT USE ONLY:

Date request/received: _____ Original W-2 remailed: _____
Processed by: _____ Duplicate W-2 reissued: _____