

Lewis and Clark College

Duplicate Form W2 Request

Please reissue a Wage and Tax Statement (Form W-2) for the tax year indicated below.

Please Print Legibly					
Today's Date					
Employee Name					
Social Security No					
Choose only one option: Current Mailing Address <input type="checkbox"/> or Mail W2 to this Address Only <input type="checkbox"/> or Hold for Pick-up <input type="checkbox"/>					
Email Address for pick-up only:					
Street Address (Address must be completed; include c/o if applicable)					
City		State		Zip	
Please issue a duplicate for the following tax year(s):					
Form W-2 is being requested for the following reason:					
<input type="checkbox"/> Original has not been Received <input type="checkbox"/> Misplaced or Destroyed <input type="checkbox"/> Address Change <input type="checkbox"/> Social Security Number or Name Incorrect <input type="checkbox"/> Other (Please Explain):					
Duplicate W2s are issued one time per week on Fridays when it does not interfere with the regular payroll processing for those requests received by the end of the prior business day. (Duplicate W-2 forms for the prior tax year will be issued beginning after February 28 of the current year.)					
Employee Signature				Date	

Mail, Fax, or Deliver this Form to Payroll

Mail to: Lewis and Clark College
 Attn: Payroll Department
 0615 SW Palatine Hill Road
 Portland OR 97219

Fax No: 503-768-6233

Campus Delivery: MSC 72

HR/Payroll Office Physical Location: South Campus Chapel Annex Grad School Gate 7

For Payroll Department Use Only		Date Received	
<input type="checkbox"/> Original W-2 re-mailed		<input type="checkbox"/> Duplicate W-2 issued	
Processed by		Date Processed/Mailed	