

Lewis and Clark College

2009 Duplicate Form W2 Request

Please reissue a Wage and Tax Statement (Form W-2) for the tax year ending December 31, 2009.

(Duplicate W-2 forms for tax year ending December 31, 2009 will be issued beginning February 26, 2010)

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 <small>(Address must be completed; include c/o if applicable)</small>			
City		State	Zip
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):			
<p>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.</p>			
Employee Signature			Date

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

Fax No: 503-768-6233
Email: sevy@lclark.edu
Campus Delivery: MSC 72

Hand Delivery or Pick-up: HR/Payroll Office, South Campus Chapel Annex

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	