

# Lewis and Clark College

## 2010 Duplicate Form W2 Request

*Please reissue a Wage and Tax Statement (Form W-2) for the tax year ending December 31, 2010.*

(Duplicate W-2 forms for tax year ending December 31, 2010 will be issued beginning February 28, 2011)

Please Print Legibly			
<b>Today's Date</b>			
<b>Employee Name</b>			
<b>Social Security No</b>			
Choose only one option: <b>Current Mailing Address</b> <input type="checkbox"/> or <b>Mail W2 to this Address Only</b> <input type="checkbox"/> or <b>Hold for Pick-up</b> <input type="checkbox"/> <span style="float: right;">Email Address for pick-up only:</span>			
<b>Street Address</b> (Address must be completed; include c/o if applicable)			
<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Form W-2 is being requested for the following reason:</b>			
<input type="checkbox"/> <b>Original has not been Received</b> <input type="checkbox"/> <b>Misplaced or Destroyed</b> <input type="checkbox"/> <b>Address Change</b> <input type="checkbox"/> <b>Social Security Number or Name Incorrect</b> <input type="checkbox"/> <b>Other (Please Explain):</b>			
<b>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.</b>			
<b>Employee Signature</b>		<b>Date</b>	

**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](mailto:sevy@lclark.edu)  
**Campus Delivery:** MSC 72

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

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