Lewis and Clark College

Duplicate Form W2

☐ Form W2 is now available in WebAdvisor

Need copies of your Form W-2 for tax purposes, mortgages, FAFSA's, proof of employment, etc.?

WebAdvisor has been updated to include PDF copies of your Form W-2 for the last 3 years, 2010, 2011, and, 2012. You can now view and print copies of these forms as you have need for them. In order to receive your electronic W2's you need to provide your consent in WebAdvisor. Once you do so, you will not have to repeat this process every time you wish to view or print a Form W2.

- Log into WebAdvisor as you normally would and choose 'Employees'.
- Click on W2 Statement.
- If you have not yet consented to receive W2s electronically, click the "OK" button. It will take you to the consent or no-consent statements. Choose the consent statement (I agree), if you wish to view these forms electronically.
- Use only one click on the Year that you wish to view as a PDF. You may view, save to alternate location/drive, or print the PDF.
- Close the PDF to return to WebAdvisor. You can view an alternate year, or perform any other task in WebAdvisor.
- When you have completed your mission, please remember to close WebAdvisor and your browser.

All currently employed Staff, Faculty, Adjuncts, and Students must use WebAdvisor to print duplicate W2s.

To Access WebAdvisor one must have an LC Username and Password. This is generally the same as your email access. Please contact IT if you are not sure what your LC Username or Password is.

If you do not have WebAdvisor access because you are not a current employee of the College, please complete the following request for a duplicate Form W-2.

Please contact HR at x 6235, with any questions or concerns.

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** ☐ **or** **Mail W2 to this Address Only** ☐ **or** **Hold for Pick-up** ☐ **Email Address for pick-up only:**					
Street Address **(Address must be completed; include c/o if applicable)**	lmf;lefm;'				
City		**State**		**Zip**	
Please issue a duplicate for the following tax year(s):					
Form W-2 is being requested for the following reason: ☐ **Original has not been Received** ☐ **Misplaced or Destroyed** ☐ **Address Change** ☐ **Social Security Number or Name Incorrect** ☐ **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	
☐ Original W-2 re-mailed		☐ Duplicate W-2 issued	
Processed by		Date Processed/Mailed	