

# W-2 COPY REQUEST FORM

## Reminders:

- W-2 copies are available to you anytime at Paperless Employee. Please login or create an account at [www.PaperlessEmployee.com\Associates\PE](http://www.PaperlessEmployee.com\Associates\PE)
- W-2 Copy Request Forms will not be collected or addressed before 2/15. Administrative processing time is 7-10 business days from the time the request is submitted to the Payroll Tax Department. Please allow additional time for the United States Postal Service to deliver your W-2.
- **All fields MUST be completed for processing.**

Employee ID: \_\_\_\_\_ SSN (last four): XXX-XX-\_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Tax Year(s) requested: \_\_\_\_\_

Mailing address: (required) \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

When is a suitable time to contact you (if needed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** W-2 copy requests in excess of the original mailing and one free copy will not be processed administratively and you will be required to use Paperless Employee to remit the applicable \$10 fee. If you are required to remit a fee, a W-2 hotline customer care representative will contact you directly. Your W-2 copy will process without contact if the fee does not apply to you.

### **Branch Instructions**

1. Verify the associate's identity (photo id). You will be required to attest to having completed this step.
2. Ensure the address matches the address in CRM. Update CRM as needed.
3. Create a help desk ticket with **Department:** Shared Services Organization (SSO), **Sub Department:** SSO Payroll Tax, **Category of Ticket:** Associate W2 Copy.
4. Attach a copy of this form with the associate's executed signature to the help desk ticket.