

**SAINT MICHAEL'S COLLEGE  
DUPLICATE W-2 REQUEST FORM**

Mail, hand deliver to the Human Resources office in Klein, or FAX to 802 654-2321

Date of Request: \_\_\_\_\_ W-2 Year Requested: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone – Work: \_\_\_\_\_ Ext: \_\_\_\_\_ Home: \_\_\_\_\_

Request Signature: \_\_\_\_\_

Mail to above address: \_\_\_\_\_ Send to Saint Michael's College Financial Aid: \_\_\_\_\_

Pick Up by Employee: \_\_\_\_\_ (Signature and Photo ID Required)

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

**Duplicate W-2 Procedures:**

- Please be advised that W-2s and duplicate W-2s will not be faxed or e-mailed.
- If the method of delivery selected is 'Mailed', the duplicate W-2 will be mailed to the address provided on the Duplicate W-2 Request form.
- If the method of delivery selected by the employee is 'Pick up', the employee must provide a valid photo identification and signature for release of the duplicate W-2.
- Requests received prior to the IRS mailing deadline will not be processed until mid-February (to allow time for delivery of the original W-2).
- The returned original W-2 will be sent, if it is on file in our office. If the original is not on file, a duplicate W-2 will be provided.