

UNIVERSITY OF SOUTH ALABAMA  
ADMIN BLDG - ROOM 1  
PAYROLL ACCOUNTING  
MOBILE, AL 36688

Date of Request \_\_\_\_\_

**REQUEST FOR IRS FORM W-2**

Please reissue WAGE AND TAX STATEMENT (Form W-2), for the tax year ending 20\_\_\_\_\_.

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_

COMPLETED W-2 FORM WILL BE:

\_\_\_\_\_ Picked up in Payroll at: Campus      USAMC      USAC&W      USAKPH

\_\_\_\_\_ Call \_\_\_\_\_

\_\_\_\_\_ Mailed to work location: \_\_\_\_\_

\_\_\_\_\_ Mailed to the following address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_ Other (Explain) \_\_\_\_\_

THE FORM W-2 IS REQUESTED FOR THE FOLLOWING REASON:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

FOR DEPT USE ONLY:

W-2 reissued on: \_\_\_\_\_

Mailed/Picked up on: \_\_\_\_\_

Processed By: \_\_\_\_\_