

Request for Duplicate W-2 Form

(Online Form)

Please return this form to: Madison County Board of Education
Payroll Department
PO Box 226
Huntsville, Alabama 35804
Fax: 256-852-3017 or 256-852-1086

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) for the following employee:

Employee Name: _____

Social Security No: _____

Employee # (current employees): _____

Tax Year(s) Requested: _____

Distribution of Form:(Circle One) **Pick-Up From Payroll** **Mail Form**

Mail Form to: _____

Reason for request: (circle one) **Never Received** **Lost/Misplaced/Destroyed**

Signature of Employee: _____

If requesting that the form be mailed, please provide copy of picture identification such as driver's license (former employees) or ID badge (current employees) along with this request form. If picking up the duplicate form W-2 in person, please be prepared to show picture ID such as Driver's license(former employees) or your ID badge(current employees). Allow five business days to process your request.

For Payroll Department Use Only:

Date request received: _____ Date form mailed to employee: _____