REQUEST FOR REISSUE OF W-2

INSTRUCTIONS:

1. All information must be completed, including the address, **and the form must be signed. Incomplete forms will not be processed and will be returned.** Forms may be faxed or mailed.
2. Fax completed form to (571) 423-3527 or mail completed form to the Office of Payroll Management, 8115 Gatehouse Road, Suite 2200, Falls Church, VA 22042.
3. W-2 will be reissued for the most recent tax year and up to 4 years prior to the current tax year. To obtain a W-2 reissue for any year prior to this period, complete Internal Revenue Service (IRS) form 4506 and mail it directly to the IRS per the instructions on the form. The IRS form is available by calling 1-800-829-3676 or at http://www.irs.gov/formspubs/index.html.
4. If someone other than yourself will be picking up your W-2 reissue, that individual must bring written authorization from you. Valid photo identification must be provided for anyone picking up W-2's
5. Call the Office of Payroll Management at (571) 423-3500 for more information.

Please print or type

Requesting W-2 for Tax Year(s)	Employee Number _____ ***OR*** Last Four Digits of Social Security Number XXX-XX-____
Employee Name (Please Print-First, MI, Last)	
Street	Apt. Number
City / State / Zip Code	
Home or Cell Phone Number	Work Phone Number

Please check one:

☐ Please mail the W-2 to my address above.

☐ I will pick up the W-2 from Payroll Management. **A Payroll Management representative will call when the W-2 is ready for pick up.**

Signature of Employee _____ Date _____

Please allow up to 5 business days after the request has been received for the W-2 to be reissued. Also allow for additional days if mailing of the W-2 has been requested.