



UNC GREENSBORO

IRS Form W-2
Request Form
(To Be Completed by Employee ONLY)

University ID: []

Please reissue a Wage and Tax Statement (Form W-2) for tax year(s) 20__

(Type or Print)
Name: _____
Social Security Number: _____
Current Mailing Address:
Street Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Form W-2 is requested for the following reason:
[] Never Received
[] Misplaced / Destroyed
[] Social Security Number or Name Incorrect
[] Other (Explain): _____
Check appropriate box:
[] Mail to Address listed above
[] Pick Up (Payroll Office will call when ready)
[] Authorize the following person to Pick Up on my behalf:

Employee Signature Date

Note: The Payroll Dept will provide ONE reissued Form W-2 at no charge. An administrative fee may be charged for additional copies requested. Please allow up to 30 days for processing.

How to Submit Form:

- 1. Upload to Payroll Secure File Submission (fastest):
https://payroll.uncg.edu/secure-submission/
2. Mail to:
UNCG Payroll Dept
840 Neal St, Suite 220
PO Box 26170
Greensboro, NC 27402-6170
3. Fax to: 336-334-3131 (Attn: Payroll) DO NOT EMAIL FORM

Payroll Use Only -

Date Request Received: _____ Date Original W-2 re-mailed: _____
Entered by: _____ Date Duplicate W-2 reissued: _____