Prince George's County Public Schools Payroll Office • Room 132 14201 School Lane • Upper Marlboro • MD • 20772 payroll.taxesw2s@pgcps.org

REQUEST OF DUPLICATE W-2 FORM

Date	
Employee Name	
EIN#	
REQUESTEDTAX YEAR(S):	
(You may request up to 3 W-2s at one time; for more than 3 W-2s, you must have a request from a Legal Representative or a Court Order.)	
Delivery Method (select one option below and provide necessary information):	
Pick up	Phone #
 Mail	Address:
Email	Email Address:
Employee Signature:	Date:

Completed forms can emailed to the Payroll Office - <u>payroll.taxesw2s@pgcps.org</u>. There is a 48 hour turnaround time period after the receipt of completed request.