

## REQUEST OF DUPLICATE W-2 FORM

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

SSN# \_\_\_\_\_

DUPLICATE FOR TAX YEAR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(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 (pick one and provide necessary information):**

Pick up Phone # \_\_\_\_\_

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Mail Address: \_\_\_\_\_

\_\_\_\_\_

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Pony Work Location: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forms can be faxed (301-952-6088), hand delivered, or mailed to the Payroll Office.  
There is a 48 hour turn around after receipt of request.