

# MEMORANDUM

STATE OF ALASKA

Department of Administration

**To:** Duplicate Tax Form Processing  
Payroll Section  
Division of Finance MS0204  
Department of Administration

**Date:** \_\_\_\_\_

**File Ref:** G:\Payroll\Dup W-2 forms\Dup Request 2011

**From:** Name \_\_\_\_\_  
Department \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Subject:** Request during 2012 for Duplicate 2011 W-2 Forms.

Requests for duplicate W2s for employees of the following departments: 01, 31, 33 and 41 should be made through their individual payroll offices. For all other departments, requests should be made through the Employee Call Center, 465-3009 or email at [EmployeeCallCenter@alaska.gov](mailto:EmployeeCallCenter@alaska.gov):

EMPLOYEE'S NAME

SOCIAL SECURITY NUMBER

**DISTRIBUTION (Check one)**

- Return hard copy to Call Center / Agency  
 Mail hard copy to employee  
 Email PDF copy to:  
Email Address: \_\_\_\_\_

EMPLOYEE'S W-2 MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S NAME

SOCIAL SECURITY NUMBER

**DISTRIBUTION (Check one)**

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 Mail hard copy to employee  
 Email PDF copy to:  
Email Address: \_\_\_\_\_

EMPLOYEE'S W-2 MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S NAME

SOCIAL SECURITY NUMBER

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 Mail hard copy to employee  
 Email PDF copy to:  
Email Address: \_\_\_\_\_

EMPLOYEE'S W-2 MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duplicate W2s for Payroll Service Centers are mailed directly to the employee unless email or return to requestor indicated. Requests for Departments 01, 31, 33 and 41 are returned by email to the department.