

Chesapeake Public Schools

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 (757) 547-0929 or mail completed form to the Accounting Department, P.O. Box 16496, Chesapeake, VA 23328.
- 3. W-2's 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 Accounting Department at (757) 547-0465 for more information.

Please print or type				
Requesting W-2 for Tax Year(s):		Employee ID Number	Employee ID Number	
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Employee Name (Please Print-First, MI, Last)		Employee Social Secu	rity Number	
			<u>- </u>	
Street		Apt. #		
C'.	S	7' 0 1		
City	State	Zip Code		
Home/Cell Phone No.	Work Phone No.			
Please check one:				
Please mail the W-2 to my add	dress above.			
I will nick up the W 2 from th	e Accounting Department. An Accou	inting Department		
1 1	the W-2 is ready for pick up.	inting Department		
representative will can when	the W 2 is ready for pick up.			
Signature of Employee		Date		
51 11 51		10 1 770 1		
•	days after the request has been receive			
Also allow additional days if r	mailing of the W-2 has been requested	1.		