



Office of Human Resources
Human Resources: 315-312-2227
Payroll: 315-312-2227
SUNY Oswego
7060 New York 104,
Oswego, NY 13126

REQUEST FOR A REISSUED W-2

Name: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_
Agency Code: \_\_\_\_\_ Phone #: \_\_\_\_\_
Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

CURRENT MAILING ADDRESS:

Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

DO YOU WANT YOUR W-2: \_\_\_\_\_ Picked up or \_\_\_\_\_ Mailed

Year(s) of W-2(s) Needed: \_\_\_\_\_

THE REQUEST FOR THE REISSUED W-2 IS FOR THE FOLLIWING REASON:

\_\_\_\_\_ Never Received \_\_\_\_\_ Misplaced or Destroyed
\_\_\_\_\_ Other - Explain: \_\_\_\_\_

Please note: All duplicate W-2 forms are subject to the authorization of the Office of the State Comptroller. Duplicate W-2 requests for the current available tax year will be processed by our staff. Please allow 3-5 business days for your duplicate to be available for pickup.

All duplicate W-2 forms from 1998 through the prior tax year are processed by the Office of the State Comptroller, and will be mailed to our office via the USPS. Please allow 30 days for processing. Our office will contact you as soon as your duplicate form arrives.

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

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For Department Use Only

Tax statement requested on: \_\_\_\_\_ Requested by: \_\_\_\_\_
Tax statement reissued on: \_\_\_\_\_ Processed by: \_\_\_\_\_