



**W2 REQUEST FORM**

[ ] ADDRESS CHANGE

TAX YEAR REQUESTED: \_\_\_\_\_  
Store/Dept you last worked in \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

MAILING ADDRESS: \_\_\_\_\_  
(NUMBER) (STREET) (APT #)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

HOME PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The FORM W-2 is requested for the following reason:

- \_\_\_\_\_ Misplaced or Destroyed
- \_\_\_\_\_ Address change
- \_\_\_\_\_ Never Received
- \_\_\_\_\_ Social Security Number Incorrect
- \_\_\_\_\_ Name Incorrect
- \_\_\_\_\_ Other (Explain) \_\_\_\_\_

PLEASE NOTE: It takes 3 - 5 business days before your request will be processed.  
You will be notified if we are unable to accommodate your request for any reason.  
All requests for copies of W-2's or change of address MUST be made in writing!

I HEREBY AUTHORIZE QuickChek Corporation TO RELEASE A COPY OF MY W-2 FORM TO THE MAILING ADDRESS INDICATED ABOVE.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Fax: (908) 534 - 7312 ~ email: Payroll@qchek.com

or mail completed form directly to:

Quick Chek Corporation  
P.O. Box 600  
3 Old Hwy  
Whitehouse Station, NJ 08889  
Attn: Payroll Department

For Corporate Use Only

Request Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_ W2 Mailed  
\_\_\_\_\_ W2 Not Found for year requested  
\_\_\_\_\_ W2C Needed

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_