



MAIL TO: CLEMSON UNIVERSITY
ADM. SERVICES BLDG.
PEARMAN BOULEVARD
CLEMSON, SC 29634-5337
ATTENTION: PAYROLL OFFICE/W-2

DATE OF REQUEST _____

REQUEST FOR IRS FORM W-2

PLEASE PRINT

THERE IS A \$10 PROCESSING FEE FOR EACH YEAR REPRINTED OR RESENT. FAX AND E-MAIL REQUESTS WILL NOT BE ACCEPTED.

Please reissue a WAGE AND TAX STATEMENT (form W-2) for the tax year(s) ending _____.

EMPLOYEE NAME _____

SOCIAL SECURITY NUMBER _____

_____ I would like my W-2 mailed to the following Current Address:

Street _____

City _____ State _____ Zip Code _____

_____ I would like to pick-up my W-2 from the Administrative Services Building.

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

- _____ Never Received
- _____ Misplaced or Destroyed
- _____ Social Security Number/Name Incorrect (provide copy of Social Security Card)
- _____ Other (Explain) _____

NOTE: Requests received through Monday will be printed and ready for pick-up or mailing on Wednesday. You will not be called to pick-up the W-2. W-2's not picked-up with-in 1 month will be destroyed.

Attach a check or money order made payable to: Clemson University. The fee is \$10 for each copy and/or each year. Cash can be accepted at the Admin Services Building between 8 –12 and 1-4:30.

Signature of (former) Employee

(____)____-_____
Daytime Phone Number

<u>FOR PAYROLL DEPT. USE ONLY:</u>	<u>Employee ID #:</u> _____
---	------------------------------------

Date request rec'd _____ Payment Received _____

Original W-2 remailed _____

Duplicate W-2 reissued _____ Processed by _____

Address change on Personal Data _____ Address Change on W-2 Screen _____

Employee type: _____ Student _____ Non-Student (copy of address change to Ins. and Retirement)