

# REQUEST FOR IRS FORM W-2

Date of Request: \_\_\_\_\_

EMPLOYEE'S FULL NAME \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

**\*\*\* THERE IS A \$10 PROCESSING FEE FOR EACH YEAR REPRINTED/REISSUED \*\*\***

Please re-issue my W-2 Tax Form for the tax year(s) ending: 2024      2012-2023 2008-2015

Enter other year(s) above

**Please check one box:**

I would like my W-2 mailed to the following address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

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

Email via secure link to: \_\_\_\_\_

If you choose this option, you will receive special instructions via e-mail from payroll@clemson.edu

**The Form W-2 is requested for the following reason - please check one box:**

Never received

Misplaced or destroyed

Other (explain) \_\_\_\_\_

**Payment Option - \$10 fee for each copy and/or each year. Please check one box:**

**Credit Card**      Name of credit card holder: \_\_\_\_\_

Pay online **AFTER** you submit this form. Payroll will match the request to payments received.

[Click here to pay online.](#) The authentication code is **2024W-2**.

**Cash, Money Order or Check payable to CU Payroll Department**

Deliver to: Admin Services Bldg, 108 Pearman Blvd (aka Perimeter Road), Clemson University or

Mail to: ASB Attn: Payroll, Clemson University, 108 Pearman Blvd, Clemson, SC 29634-5313

\_\_\_\_\_  
Signature of (former) Employee

\_\_\_\_\_  
Daytime Phone Number

Scan and email completed form to: [Payroll@clemson.edu](mailto:Payroll@clemson.edu) or FAX to: 864-656-4672  
or Deliver to: Admin Service Bldg, 108 Pearman Blvd (aka Perimeter Rd), Clemson University  
or Mail to: ASB Attn: Payroll, Clemson University, 108 Pearman Blvd, Clemson SC 29634-5313

Note: W-2s will be reprinted on Tuesday and Thursday afternoons, available for pick-up and mailing on Wednesdays and Fridays respectively. You will not be called to pick up the W-2. W-2s not picked up within 1 month will be destroyed.

**FOR PAYROLL DEPT USE ONLY:**

Date Payment Received \_\_\_\_\_

Employee ID # \_\_\_\_\_

Date W-2 Reissued \_\_\_\_\_

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