



### Employee's Request for Duplicate W2

Employee Name: \_\_\_\_\_

Wheaton ID: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Employee signature: \_\_\_\_\_

\_\_\_\_\_

#### FOR OFFICE USE ONLY

Date Request Recvd: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Requested to Mail: \_\_\_\_\_ or Pick/Up: \_\_\_\_\_

Address if new: \_\_\_\_\_

\_\_\_\_\_

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