

REQUEST FOR A COPY IRS FORM W-2

PLEASE PRINT

Please reissue a WAGE AND TAX STATEMENT (Form W-2) for the following employee, for the tax year ending _____.

EMPLOYEE NAME: _____

SOCIAL SECURITY NO.: _____

EMPLOYEE CURRENT MAILING ADDRESS: _____

Street Address _____

City _____ State _____ Zip Code _____

WORK LOCATION: _____

Please mail to: Work _____ Home _____

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

_____ Never Received
_____ Misplaced or Destroyed
_____ Social Security Number or Name Incorrect
_____ Other (Explain) _____

Signature of Employee

Date

MAIL TO: Cherry Creek Schools
4850 S. Yosemite St.
Greenwood Village, CO 80111
ATTN: Payroll Department
FAX: 720-554-4680

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd: _____

Original W-2 re-mailed: _____

Processed by: _____

Duplicate W-2 reissued: _____