

Guilford College
Request for Duplicate Form W-2
Office of Human Resources and Payroll

Note: Duplicate Forms W-2 will be replaced within 5 *BUSINESS DAYS* from the receipt of this form by the Office of Human Resources and Payroll.

Tax Year You Are Requesting _____

Name of Person Requesting _____
Last Name First Name MI

Social Security Number _XXX-XX-(last four digits only)_____

Date of Birth _____

Reason Duplicate W-2 Requested (Mandatory) _____

Signature _____ **Date** _____
(Mandatory)

How do you wish to receive your duplicate Form W-2? (Please check *one* box.)

Mail my Form W-2 to: (If you choose this option, the address section *must be completed!*)

Home Address _____

OR

Keep Form W-2 at Human Resources for me to pick up.

HR and Payroll Office Use Only

W-2 Distributed _____
Address Change _____

This form may be faxed to (336) 316-2954.

**Please return to: Guilford College Human Resources
5800 West Friendly Ave
Greensboro, NC 27410**