

# 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:  2008  2009  2010  2011  2012  2013  2014

**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 2014W-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: 864-656-3366  
or Deliver to: Admin Service Bldg, 108 Pearman Blvd (aka Perimeter Road), 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 W2. W-2s not picked up within 1 month will be destroyed.

<b>FOR PAYROLL DEPT USE ONLY:</b>	
Date Payment Received _____	Employee ID # _____
Date W-2 Reissued _____	Processed by: _____