

**Request for Duplicate Form W-2**

MAIL ORIGINAL TO: COUNTY OF SAN DIEGO  
AUDITOR AND CONTROLLER \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_  
ATTN: CENTRAL PAYROLL  
5530 Overland Ave, Room 410, Mail Stop O-68  
San Diego, CA 92123-1261

**REQUEST FOR IRS FORM W-2 (PLEASE PRINT AND SIGN)**  
**ALLOW 5 BUSINESS DAYS FOR PROCESSING FROM RECEIPT OF THE ORIGINAL SIGNED REQUEST FORM.**

EMPLOYEE NAME \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_ EMPLID \_\_\_\_\_

Please reissue my WAGE AND TAX STATEMENT (Form W-2) for tax year: \_\_\_\_\_

Preferred method of delivery:  Mail/Home Address or  Pick up\*

\*You will be notified as soon as the reissued Form W-2 is available; it may be picked up at 5530 Overland Ave, Room 410 between 8:00 a.m. - 4:00 p.m. Monday-Friday. Please bring two photo IDs, preferably including your driver's license. If you are currently a County employee, bring your County ID badge and one other photo ID.

**NOTE:**  
**W-2s will not be faxed or emailed. Social Security Number (SSN) on employee's copies of W-2/W-2c will be masked on all forms issued after January 3, 2022, including the prior year Form W-2/W-2c available in PeopleSoft Employee Self-Service. The format will be shown as XXX-XX-1234.**

**EMPLOYEE CURRENT MAILING ADDRESS**  
**(W-2s will only be mailed to employee's address in the PeopleSoft personnel record. To update your address, please use PeopleSoft Employee Self Service or contact your departmental payroll office.)**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Department \_\_\_\_\_

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

- Never received
- Misplaced or destroyed
- Incorrect Social Security Number or name
- Other (explain) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

**An ORIGINAL signature is required when submitting a written request for a duplicate W-2.**

AUDITOR & CONTROLLER CENTRAL PAYROLL ADMINISTRATION USE ONLY	
Date request received: _____	Date original W-2 remailed: _____
Date duplicate W-2 mailed or picked up: _____	
Processed by: _____	