

Duplicate W2 Service Charge

January 17, 2024

Effective February 15, 2003, a \$5.00 service charge for all duplicate W2s was implemented.

Submit a "Request for Replacement form W2" to request a duplicate W2.

These forms can be found on the Payroll web page, or you can call the Payroll Department at 390-2022 to obtain a form.

FOR ALL REQUESTS RECEIVED FOR 2023 W2s BY February 23, 2024, THE \$5.00 FEE WILL BE WAIVED.

Note: The "Request for IRS Form W2" must be received in the Payroll office by end of day, February 23, 2024, to waive the fee.