

Form W-2's are produced in January, for the previous tax year, with the last known mailing address on file. If you have moved and did not receive your W-2 or if you have lost it, you may request a duplicate W-2 be printed at no charge. It can take up to two (2) weeks to process this request. Duplicate W-2's can be mailed, to the address you provide below, or picked up in the University Payroll office. We are unable to fax them or send them electronically due to confidentiality issues.

I am requesting a duplicate W-2 form for the tax year(s) _____

Please enter your name as it appears on your Social Security card

First Name _____ Middle _____ Last Name _____

Employee/Student ID # _____ Last four digits of your Social Security # _____

Reason for requesting duplicate W-2 (required) _____

Choose/Complete One:

☐ Mail my form

Mailing Address _____

☐ Upload my W-2 via secure file sharing (email address required)

☐ I will pick up my W-2; please e-mail me when it is ready

Email _____

☐ I will pick up my W-2; please call me when it is ready

Phone Number () _____

Signature _____ Date _____

Submit completed form to University Payroll

Mailing Address:
Campus Box 7233
Raleigh, NC 27695-7233

Physical Address:
Western Blvd. Business Service
1220 Varsity Drive, Suite 142

Fax# 919-515-4320

email: hrpayroll@ncsu.edu