

Mail	MAU Workforce Solutions 501 Greene Street Augusta GA 30901
Attention	Finance Department
FAX	706.823.2331
Email	<a href="mailto:employeew2@mau.com">employeew2@mau.com</a> <b>You must print out and sign before emailing.</b>

## REQUEST FOR IRS FORM W-2

**Please reissue a Wage and Tax Statement (Form W-2) for the following employee,  
for the tax year ending \_\_\_\_\_.**

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Employee Current Mailing Address**

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

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

**The form W-2 is requested for the following reason**

- Never Received
- Misplaced or Destroyed
- Social Security Number or Name Incorrect
- Other (Explain) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PAYROLL DEPARTMENT USE ONLY**

Date Request Received: _____	Original W-2 Re-mailed: _____
Processed by: _____	Duplicate W-2 Re-issued: _____