

Request for Duplicate W-2 Form

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

INSTRUCTIONS Use this form to request a duplicate W-2 Form. Your requests will be processed within 10 days of receiving this form.

Delivery options:

1. **Pick up** – General Services Complex, 750 Agronomy Road, Suite 1201 – Payroll Services
Student ID required to pick-up forms in person.
2. **U.S. Mail** – Your duplicate form will be mailed to the address you provide below.
3. **Image Scan via Email** – Request will only be sent to the employee's official Texas A&M University email address. **CAUTION: Email is not a secure method of delivery. Must initial for consent _____**

Today's Date	Tax Year Requested
UIN	Name
Mailing address	
Email Address	Telephone

I authorize Texas A&M University Payroll, Tax & Employee Resources to enroll me to receive an electronic version of my W-2 through HRConnect. I understand a paper W-2 statement will not be printed for me if I choose this option.

Signature Required

Date

Printed Name Required

<p>SUBMIT FORM TO: Payroll Services MS 1261 payroll@tamu.edu Fax (979) 845-4134</p>	<p>DROP OFF FORM TO: General Services Complex 750 Agronomy Rd Suite 1201</p>	<p>NEED HELP? Payroll Services Phone (979) 845-2711 payroll@tamu.edu</p>
--	---	--