

*** Duplicates will be issued on Tuesdays & Thursdays ***

Request for Duplicate Form W-2 for Tax Year:

| | |
|--|-----------------|
| | (Indicate Year) |
| | (Indicate Year) |
| | (Indicate Year) |

Please issue a duplicate copy of my Wage and Tax Statement (Form W-2):

| | |
|--|--|
| Name: | |
| Last 4 Digits of Social Security Number: | |
| Z Number: | |
| Contact Phone: | |
| Email: | |

Distribution of W-2 form (due to confidentiality, W-2's will not be FAXED):

| | |
|---|--|
| Pick up at Payroll Office (Otowi Bldg 261): | |
| Send to Mailstop: | |
| Send to Email*: | |
| Send to home address: | |

Reason for request (check one):

Never Received
 Lost/Misplaced/Destroyed

Signature

| | |
|-----------------------------|--|
| _____ Employee Signature | _____ Date |
| Please return this form to: | Email: tax@lanl.gov (send form as attachment) or Mail: LANL Tax Department PO BOX 1663, MS P128 Los Alamos, NM 87545 |

TAX DEPT. USE: Date request processed: _____

*Will be sent encrypted via transfer.lanl.gov

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