

Request for Duplicate Form W-2 --- complete total form

Tax Year Requested: _____ Date of Request: _____

Employee Name: _____

TCU ID#: _____

Social Security Number: _____

Phone # (including area code): _____

Current Employees:

Employee Number: _____

Work Location: _____

Work Phone (including ext.) _____

Hire Date: _____

For Former Employees:

Current Address: _____

Reason for Request: _____

Employee Signature: _____

NOTE:
We will replace the current year's W-2 once without a fee if it is lost or destroyed in the mail.

Payroll Department Use Only:
W-2 Reissued On: _____ Mailed: _____
Prepared By: _____

Note: 2002 W-2 replacement will be after Feb. 10, 2003.