



REQUEST FOR REISSUE OF W-2

INSTRUCTIONS:

- All information must be completed, and the form must be signed.**
Incomplete or unsigned forms will not be processed and will be returned.
- Completed forms may be faxed to 571-423-3527 or mailed to:
Office of Payroll Management, 8115 Gatehouse Road, Suite 2200, Falls Church, VA 22042.
- A W-2 can be reissued for the most recent tax year and the 4 prior tax years.
To obtain a W-2 reissue for any other year prior to this period, complete Internal Revenue Service (IRS) form 4506 and mail it directly to the IRS per the instructions on the form. The IRS form is available by calling 1-800-829-3676 or at <http://www.irs.gov/formspubs/index.html>.
- Valid photo identification must be provided for anyone picking up W-2s.
- Call the Office of Payroll Management at 571-423-3500 for more information.

Please print or type

Requesting W-2 for Tax Year(s)		Employee Number _ _ _ _ _ _ _ _ _
Employee Name (Please Print-First, MI, Last)		Social Security Number _ _ _ - _ _ _ _ _ _ _
Street		Apt. Number
City	State	Zip Code
Home or Cell Phone Number	Work Phone Number	FCPS E-mail Address @ fcps.edu

Please check one:

ACTIVE FCPS EMPLOYEES

- Please send the W-2 to my FCPS e-mail address.
(W-2s **will not** be sent to any e-mail address other than the FCPS.edu address.)

FORMER FCPS EMPLOYEES

- Please mail the W-2 to my address above.
- I will pick up the W-2 from Payroll Management.
A representative will call when the W-2 is ready for pick up.
- I authorize _____ to pick up my W-2.
A representative will call when the W-2 is ready for pick up.

Signature _____ Date _____

Please allow up to 5 business days after receipt of the request for the W-2 to be reissued.
Also allow additional days if mailing of the W-2 has been requested.