

THE GEORGE WASHINGTON UNIVERSITY
PAYROLL SERVICES
45155 Research Place
Suite 155
Ashburn, VA 20147

REQUEST FOR DUPLICATE FORM W-2

*****Your Form W2 is also available on the GWEB Information system: <https://it.gwu.edu/gweb>
Employee information/ Tax forms/ W-2 Year End Earnings Statement
This is faster and more secure way to access the information.**

Please reissue a Form W-2 for the following employee for the year _____

Employee Name _____

GWID _____

Current Mailing Address _____

The duplicate is being requested for the following reason:

- Never received Misplaced or destroyed
 Other _____

Please mail my W2 duplicate to my current address.

Signature of Employee

If you are requesting your duplicate W-2 to be mailed, please e-mail payroll@gwu.edu or fax (571) 553-4406 a picture ID such as a driver's license or ID badge along with your request form.

Please allow 2 weeks for processing and mailing time.

Received by: _____
Signature/Date

Mailed: _____
Date