

THE GEORGE WASHINGTON UNIVERSITY
PAYROLL SERVICES
44983 Knoll Square Suite 391
Ashburn, VA 20147

REQUEST FOR DUPLICATE FORM W-2

*****Current Employees:** Your Form W-2 is also available on the [GWEB Information system](#).

Instructions available in [Form W-2 section](#) of the Payroll website.

Former Employees: You can access your Form W-2 on the [Equifax Tax Form Management site](#).

Instructions available in [Form W-2 section](#) of the Payroll website.

This is a faster and more secure way to access the information.

Employee Name _____

GWID _____

(NOT your GWorld Card!)

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

The duplicate is being requested for the following reason:

Never received Misplaced or destroyed Other _____

Preferred Delivery Method:

Email. Provide email address: _____

Mail. Provide current mailing address: _____

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.

Signature of Employee

Received by: _____
Signature/Date

Mailed: _____
Date