Sample Request Form for Corrected/Reissued 2016 W-2s

To: Payroll Department

Date: _____

Re: Request for Corrected/Reissued W-2 for 2016

Please reissue a W-2, Wage and Tax Statement, to me for wages I earned during the preceding year, 2016.

PLEASE PRINT

EMPLOYEE'S NAME: _____

EMPLOYEE'S HOME ADDRESS: _____

_____

_____

EMPLOYEE'S ID NUMBER: _____

EMPLOYEE'S DEPARTMENT, ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER: _____

_____

_____

_____

REASON FOR REQUEST:

_____

_____

_____

Please give the Payroll Department 10-14 days from the date you submitted your request to respond to you.

If your original W-2 is wrong, list the box number of the form that contains the incorrect entry, the incorrect amount, and correct amount. Attach supporting documents. **NOTE:** Box 2 of your original W-2 form **cannot** be corrected unless the error is administrative (the numbers were transposed, for example).

If you receive a **Form W-2c** in response to this request, and you have already filed your income tax return for the year, you may have to file an amended return. If you have not filed your return, attach Copy B of your original W-2 form and Copy B of a W-2c form to your return when you file it.

I agree that $5 will be withheld from my next paycheck to cover the costs of processing a **Reissued W-2**. No charge will be made for providing you with a W-2c form.

EMPLOYEE'S SIGNATURE: _____

May we email you a consent form to receive your future W-2 forms electronically? ☐ YES ☐ NO

For Payroll Department use:

Date received _____

Date corrected/reissued W-2 sent to employee _____

Processed by _____

Payroll manager's signature _____