

# W-2 Reissue Request

Please include your name, last 4 digits of your social security number, E# (EID) and address where you would like your W-2 to be mailed. Or if you would prefer you may pick up the reissues W-2 in the Payroll Office at 104 Hover.

Requests via fax can only be picked up in the Payroll Office.

Phone 734-487-2393, Fax 734-487-6997.

Year(s) \_\_\_\_\_

Name \_\_\_\_\_

Last 4 of SSN# \_\_\_\_\_ (EID) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Do you wish to pick up? \_\_\_\_\_ Mail \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Please call the Payroll Department at 734-487-2393 prior to coming in to make sure it is ready.