

**STATE OF ALABAMA
REQUEST FOR DUPLICATE/INFORMATIONAL W-2**

(This is a fillable form. Just use tab to move from field to field and enter the required information.
Use file; "save as" to save a copy to your computer.)

For the current taxable year, a duplicate form W-2 will be furnished to the employee based on written justification until April 30 of the current year. Beginning May 1, this information will be furnished on an informational statement. ALL REQUESTS MUST BE ROUTED THROUGH THE EMPLOYING AGENCY PAYROLL/PERSONNEL SECTION.

*****PLEASE ALLOW 2 WEEKS FOR DELIVERY*****

NOTE TO EMPLOYING PAYROLL/PERSONNEL OFFICER: If sent via fax (334) 242-3905, hand mail or mail to ATTN: GHRS, Department of Finance, Office of Comptroller, 100 N. Union Street, Suite 282, Montgomery, AL 36130, this form must be signed by an authorized departmental representative,

Name _____

Social Security Number _____

Agency# _____ Agency Name _____

Year(s) Requested _____

Payroll Contact # () - ext- _____

For departmental payroll/personnel use only

Request the duplicate(s) be returned to our department via:

Mail to department/agency address below:

Place in Agency Lock Box located in Agency Distribution Section of the Comptroller's Office.

Place in State of Alabama Hand Mail System.

E-mail to address below (**This option may be used for informational statements only**)

I certify that the above referenced W-2(s) was/were lost or destroyed and I have received a valid request from the above documented employee to process this request.

DEPARTMENTAL REPRESENTATIVE SIGNATURE (REQUIRED IF RECEIVED VIA
FAX, MAIL, HANDMAIL)