



Duplicate Form W-2 Request

THIS FORM IS TO BE USED ONLY IF YOU ARE NO LONGER A STUDENT OR EMPLOYEE

Are you a current employee? If so, go to <https://controller.nd.edu/payroll-services/payroll-tax/> for instructions on how to access and reprint your W-2.

MAIL TO: University of Notre Dame
Payroll Services 724
Grace Hall
Notre Dame, IN 46556

DATE OF REQUEST: _____

EMAIL TO: payroll@nd.edu

FAX TO: (574) 631-3138

PLEASE PRINT

Please reissue a WAGE & TAX STATEMENT (Form W-2) for the following employee, for the **2023** tax year.

EMPLOYEE NAME: _____

NetID or ND ID #: _____ SOCIAL SECURITY NUMBER: XXX - XX - ____
(last four digits only)

Please check whether you would like your duplicate W-2 to be mailed or if you will pick it up.

☐ MAIL

EMPLOYEE CURRENT MAILING ADDRESS:

Street Address: _____

City: _____ State: _____ Zip Code: _____

☐ PICK UP

Phone Number: _____

☐ E-MAIL

E-mail Address: _____

☐ Never Received

☐ Misplaced or Destroyed

☐ Social Security Number or Name Incorrect

☐ Mailing Address with HR or Registrar's Office is incorrect

☐ Other (Explain) _____

I understand that the duplicate Form W-2s will be processed every Friday beginning 2/9/2024 thru the end of tax filing season. Forms must be received by noon on Wednesday to be included in that Friday's mailing.

Signature of W-2 Recipient: _____

FOR PAYROLL DEPT. USE ONLY:

Date request rec'd:

Processed by:

Original W-2 Re-Mailed:

Duplicate W-2 Re-Issued:

Copy of W-2 for E-file Issued:

<http://controller.nd.edu/assets/91670/duplicatew2s.pdf>