**Request for Duplicate W-2**

Note: Employees who use Employee Access can download W-2s from the app or my.adp.com. Terminated employees can access their W-2s for 3 years after their termination date.

|  |  |
| --- | --- |
| Name |  |
| Tax Year |  |
| Social Security Number |  |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like to receive your duplicate W-2 by mail, provide the address: