



DUPLICATE W-2 REQUEST

INSTRUCTIONS TO RECEIVE A DUPLICATE W-2 FORM:

Complete and return the signed request form to the Finance Department with the \$5.00 processing fee, paid by Check or Money Order, payable to Suffolk Public Schools.

The duplicate W2 form will be mailed to the address that is **on file** with Suffolk Public Schools or may be released **only** to the requesting employee or former employee with proper identification.

NAME _____

SPS EMPLOYEE ID# _____

SCHOOL/LOCATION _____

YEAR(S) REQUESTED _____

- CURRENT EMPLOYEE
- FORMER EMPLOYEE
- TO BE MAILED TO ADDRESS ON FILE
- TO BE PICKED UP IN PERSON WITH PROPER IDENTIFICATION

EMPLOYEE SIGNATURE _____

DATE _____

Identification Submitted: