



PAYROLL COPIES REQUEST FORM

Employees can fill out the information below to request copies of W-2s, pay stubs, etc. Please fill out all of the fields below.

- o Date of request: _____
- o Employee Name: _____
- o Last 4 digits of Social Security Number: _____
- o Department: _____
- o Type of document, i.e. W-2, pay stub, etc: _____
- o Date(s) of original document: _____
- o Email address: _____

Please allow 5-7 business days.

- In order to ensure privacy, W-2's and pay stubs can not be faxed.
- Photo Id is required when picking up the document and can only be picked up by payee/employee.
- Copies of W-2's & pay stubs can be sent to a valid email address.
- Document copies sent regular mail will be sent to the address currently in the payroll system. If that address is not current, a 'Change of Address Form' will be required. The form is available by the Payroll Department.
- Documents are available for up to 5 years from the current Fiscal Year. Older documents are not available.

For Payroll Use Only

Date Received: _____

Date Completed: _____

PR Initials: _____