

SFA Payroll Office W-2 Duplicate Request Form

INSTRUCTIONS: To print a copy of your W-2:

Current Employees:

- Login to mySFA
- Click the myServices tab
- Click Self-Service Banner
- Click Employee
- Click Tax Forms
- Click W-2 Wage and Tax Statement
- Click the appropriate year (e.g., 2013)
- Click Display

(If you have access problems or have forgotten your password, please contact the Help Desk @ 936-468-1212.)

If a duplicate form is requested, the employee must personally complete and sign this W-2 Duplicate Request Form. Requests for a duplicate W-2 may be submitted by mail, email, fax, or can be hand delivered using the information at the bottom of this form. The request will be processed within 3 business days of receipt of this form and will be delivered by the method chosen below. *Please make only ONE selection.*

Delivery options for your duplicate W2 (please place an X by your delivery choice):

_____ 1. **Pick up** – SFA Payroll Office, Controller’s Office, 2nd floor of Austin Building. Identification is required to pick forms up in person and only the employee may pick it up.

_____ 2. **U.S. Mail** – Mailed to the address you provide here (please print):

Tax Year Requested _____

Employee Name (print): _____ SFA ID#: _____

Employee’s Signature: _____ Date: _____

Phone #: _____ (in case we need to contact you)

For SFA Payroll Office use only: Date Duplicate Request Received _____ Fulfilled _____