

REQUEST FORM FOR DUPLICATE W-2

Payroll Department
Lincoln Public Schools • Lincoln, Nebraska

I am requesting a duplicate W-2 form from Lincoln Public Schools. I understand that there is a \$10.00 fee for payroll to print each duplicate W-2 and that the duplicate W-2(s) will only be released to me with proper identification.

- Check one
- Please mail me my duplicate W-2 (W-2 will only be mailed after Lincoln Public Schools has verified proper identification)
 - I will pick up my duplicate W-2 from the LPS SJDLC Payroll Office

Year(s) of W-2 Requested: _____

Date: _____

Name: _____

Last Four Digits of SS#: x x x - x x - ____ _

Employee ID Number: _____

Address: _____

Signature: _____



FOR PAYROLL USE ONLY

Date Received: _____

Date Mailed Duplicate W2: _____

Date of W2 Pick Up: _____

Payroll Staff Member: _____