

# W-2 PICK-UP AUTHORIZATION FORM

Payroll Department  
Lincoln Public Schools • Lincoln, Nebraska

## Employee Information

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Employee Last Four Digits of SS#: x x x - x x - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

I, \_\_\_\_\_,

authorize the following designee, \_\_\_\_\_,  
to pick up my W-2.

\_\_\_\_\_  
Signature of employee authorizing pick-up of W-2

\_\_\_\_\_  
Date

**Picture ID must be presented by the person picking up W-2**

**Pick-up Location:  
Lincoln Public Schools  
5905 O Street  
3rd Floor - Payroll Department  
(402) 436-1710**

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### For Payroll Department Use Only

Date of Pick-Up: \_\_\_\_\_

Payroll Staff Member: \_\_\_\_\_