



New Mexico Tech Payroll

payroll@admin.nmt.edu

575-835-5510

Request for Duplicate Form W-2

There is a \$5.00 fee charged for each request.

(Please print)

Please reissue a **Wage and Tax Statement (Form W-2)** for the following Employee, for the tax year ending _____.

Employee Name: _____

Banner ID: _____

Current Mailing Address of Employee

The Form W-2 is requested for the following reason:

- Never Received
- Misplaced or Destroyed
- Social Security Number or Name Incorrect
- Other (explain) _____

Please distribute the duplicate as follows:

- Employee will pick up in Payroll Office
- Mail to the address above

Signature of Employee (if possible) Date _____

For Department Use Only

Duplicate issued on : ____/____/____ Mailed on: ____/____/____

Processed by: _____

Receipt Number: _____