



Request for W2

Client Name:

Date:

Employee Information (Required)

Last Name:

First Name:

Social Security Number:

Date of Birth:

Reason for Request

- I did not receive W2 in the mail
- W2 came ripped/destroyed and is unreadable/unusable
- I did not notify MidwestHR of a change of address

My OLD address was:

My NEW address is:

Please e-mail my W2 to:

I need my W2 Faxed to the following:

Attention:

Fax Number: ()

Employee Signature:



W2 requests will be fulfilled within 14 business days of the received request. W2 requests for data older than one year will need to be directed to the IRS (see below).

The IRS maintains (and will provide free of charge) Form W-2 information for any purpose for the past ten processing years. Use Form 4506-T (PDF), Request for Transcript of Tax Return, to request Form W-2 information. The only way to get an actual copy of your Form W-2 from the IRS is to order a copy of the entire return on Form 4506 (PDF), Request for Copy of Tax Return, and pay a fee of \$57.00 for each return requested.

The Social Security Administration (SSA) will provide the Number Holder (NH) or legal representative(s) at no charge with a microprint copy of the Form W-2 requested for purposes of resolving an SSA program related matter; e.g., resolving an earnings discrepancy in connection with the processing of a Title II and/or Title XVI claim or an SSA or NH initiated earnings investigation.

Call 800-829-3676, or visit the IRS website at www.irs.gov to obtain Form 4506 (PDF), Request for Copy of Tax Return, or Form 4506-T (PDF), Request for Transcript of Tax Return.

Call 800-772-1213, or visit the SSA web site at www.socialsecurity.gov for instructions on how to obtain wage information from the SSA.

The IRS maintains (and will provide free of charge) Form W-2 information for any purpose for the past ten processing years. Use Form 4506-T (PDF), Request for Transcript of Tax Return, to request Form W-2 information. The only way to get an actual copy of your Form W-2 from the IRS is to order a copy of the entire return on Form 4506 (PDF), Request for Copy of Tax Return, and pay a fee of \$57.00 for each return requested.

The Social Security Administration (SSA) will provide the Number Holder (NH) or legal representative(s) at no charge with a microprint copy of the Form W-2 requested for purposes of resolving an SSA program related matter; e.g., resolving an earnings discrepancy in connection with the processing of a Title II and/or Title XVI claim or an SSA or NH initiated earnings investigation.

Call 800-829-3676, or visit the IRS website at www.irs.gov to obtain Form 4506 (PDF), Request for Copy of Tax Return, or Form 4506-T (PDF), Request for Transcript of Tax Return.

Call 800-772-1213, or visit the SSA web site at www.socialsecurity.gov for instructions on how to obtain wage information from the SSA.