

DUPLICATE W-2 REQUEST PROCEDURES
(PROCESS BEGINS FEBRUARY 16, 2009)

In order to request a duplicate W-2 for any tax year, please complete the **SIUC Employee Information Request** form and return it to the Payroll office or fax to 618-453-3453. Please fill out the Information Request form accurately and completely.

Duplicate W-2 requests will be processed as quickly as possible in the order they are received. Due to the large volume of requests, it may take up to 5 business days to process. After that time, the duplicate W-2 will be delivered according to your choice as indicated on the Employee Information Request form.

IMPORTANT NOTE: If your address is incorrect, you must also complete a **Change of Address** form, as we cannot change your address from an Employee Information Request form.

IMPORTANT NOTE: If you happen to receive your original W-2 before receiving your requested duplicate, please notify us immediately.