

Duplicate W-2 Request

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Effective Date: 06/01/2010

Purpose

W2 forms are mailed via US Postal Service to employee’s mailing address.

Policy

On or before the Federal January 31st deadline, W-2’s are mailed to the employee’s mailing address shown as current in the Banner System.

Definitions

Banner Self Service

Procedures

SUBMITTING A REQUEST FOR A DUPLICATE W-2

If you have not received your W-2 in the mail by mid-February, contact the Payroll Services Office and make a written request for the issuance of a duplicate W-2. The **Duplicate W-2 Request Form** is available on the Payroll Services website under the Payroll Forms section.

Your written request must include the following:

- your full name
- Banner ID
- email address
- telephone number
- year for which W-2 is being requested
- address to which the duplicate W-2 is to be mailed

Guidelines

W-2S RETURNED AS “UNDELIVERABLE”

In the event your original W-2 is returned to Payroll Services by the US Postal Service as ‘undeliverable’, it will be held by Payroll Services until notice is received from you.

ISSUANCE OF DUPLICATE W-2S

The Payroll Services Office processes duplicate W-2 requests 2 weeks after the original W-2’s are mailed, **once per week on Fridays**. Once your duplicate W-2 is ready for pick up, you will receive notice from Payroll Services. Duplicate W-2’s **can not** be given to anyone other than the employee who is requesting the duplicate W-2.

If you have questions, email payroll@iit.edu or call extension 73336.

References

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Responsibilities

Employee

If your mailing address changes, you must change your address by either:

1. Logging on to **Banner Self Service (BSS)** and keying in your new address, **OR**
2. Completing an Address Change Request Form and sending it to the Payroll Services Office immediately.

Required Forms

[Address Change Request Form](#)