

Gloucester County
Special Services
School District
1340 Tanyard Road
Sewell, New Jersey 08080



Gloucester County
Vocational-Technical
School District
1360 Tanyard Road
Sewell, New Jersey 08080

Special Services School District

Vocational-Technical School District

REQUEST FOR DUPLICATE W-2 FORM

Employee Name _____

Prior Name (if applicable) _____

Active _____ or terminated _____

Social Security Number xxx-xx-_____

Date of request _____

Please issue a duplicate copy of my W-2 for _____ year (current).

Please issue a duplicate copy of my W-2 for _____ prior year(s).

There is a **\$10.00** charge to reissue W-2 copies for the current year, and a **\$15.00** charge for each prior year W-2. Payment must be submitted by check or money order with the request form to the Payroll Department. There is a minimum of three (3) to five (5) days required for processing the duplicate W-2 form(s).

The form(s) must be picked up in person.

Date request received _____

Check/Money Order number _____

Processed by _____