

REQUEST FOR IRS FORM W-2

Date of Request: _____

EMPLOYEE'S FULL NAME _____ Last 4 digits of SSN _____

***** THERE IS A \$10 PROCESSING FEE FOR EACH YEAR REPRINTED/REISSUED *****

Please re-issue my W-2 Tax Form for the tax year(s) ending: 2023 2011-2022 2008-2015

Enter other year(s) above

Please check one box:

I would like my W-2 mailed to the following address:

Street _____

City _____ State _____ Zip code _____

I would like to pick-up my W-2 from the Administrative Services Building

Email via secure link to: _____

If you choose this option, you will receive special instructions via e-mail from payroll@clemson.edu

The Form W-2 is requested for the following reason - please check one box:

Never received

Misplaced or destroyed

Other (explain) _____

Payment Option - \$10 fee for each copy and/or each year. Please check one box:

Credit Card Name of credit card holder: _____

Pay online **AFTER** you submit this form. Payroll will match the request to payments received.

[Click here to pay online.](#) The authentication code is 2023W-2

Cash, Money Order or Check payable to CU Payroll Department

Deliver to: Admin Services Bldg, 108 Pearman Blvd (aka Perimeter Road), Clemson University

or Mail to: ASB Attn: Payroll, Clemson University, 108 Pearman Blvd, Clemson, SC 29634-5313

Signature of (former) Employee

Daytime Phone Number

Scan and email completed form to: Payroll@clemson.edu or FAX to: 864-656-4672

or Deliver to: Admin Service Bldg, 108 Pearman Blvd (aka Perimeter Road), Clemson University

or Mail to: ASB Attn: Payroll, Clemson University, 108 Pearman Blvd, Clemson SC 29634-5313

Note: W-2s will be reprinted on Tuesday and Thursday afternoons, available for pick-up and mailing on Wednesdays and Fridays respectively. You will not be called to pick up the W-2. W-2s not picked up within 1 month will be destroyed.

FOR PAYROLL DEPT USE ONLY:

Date Payment Received _____

Employee ID # _____

Date W-2 Reissued _____

Processed by: _____