



Request for Duplicate Copy of IRS Form W-2

Payroll Department
1505 Race Street, 9th Floor
Mail Stop 1062
Philadelphia, PA 19102
Tel: 215.895.2885
Fax: 215.895.1615
Payroll@drexel.edu

Current employees may access their W-2 form online in DrexelOne for immediate availability and printing. Forms are available by January 31st of the following year.

Instructions for viewing and printing your W-2 form in DrexelOne are available on the Payroll web page at <http://www.drexel.edu/comptroller/payroll/instructions/>

Current employees who do not consent to online delivery through DrexelOne may submit this form to the Payroll Department through AskDrexel (askdrexel.drexel.edu) under the Employment and Benefits/Payroll Taxes/W-2 Year End Tax Report topic.

Instructions for submitting requests through AskDrexel are available on the Payroll web page at <http://www.drexel.edu/comptroller/payroll/instructions>

Former employees who no longer have access to AskDrexel or DrexelOne may email or fax this form.

Tax Year Requested: _____

Date of Request: _____

Employee Name: _____

University ID: _____

Last Four of SSN: _____

Email Address: _____

Phone Number: _____

Current Mailing Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Drexel University Work Location:

Street Address: _____

City: _____ State: _____ Zip Code: _____

A duplicate W-2 form is requested for the following reason:

- Never Received
 - Misplaced or Destroyed
 - Other (Explain)
- _____

For Payroll Dept Use Only

Date Request Received: _____

Processed by: _____

Orig W-2 remailed: _____

Duplicate W-2 Reissued: _____

The Payroll Department makes every attempt to print duplicate W-2 forms in as timely a manner as possible. However, please be aware that requests may take 7-10 working days to complete. Please allow for sufficient processing and delivery time before contacting Payroll to inquire about the status of your request.

Employee Signature: _____

Date: _____