



**W-2 Duplicate Request**

**Fax: (212) 857-7276**  
**Attn: W-2 Adjustment Unit**  
**Mail: FISA-OPA**  
**W-2 Adjustment Unit**  
**5 Manhattan West, 3rd Floor**  
**New York, NY 10001-2633**

<b>AGENCY IDENTIFICATION</b>	<b>Agency Name</b>	<b>Payroll #</b>
	<b>W-2 Coordinator Name (if known)</b>	<b>Agency Telephone</b>

**EMPLOYEE SECTION**

<b>EMPLOYEE IDENTIFICATION</b>	<b>First</b>	<b>M.I.</b>	<b>Last</b>
	<b>SSN</b>	<b>Daytime Telephone</b>	<b>Email Address</b>

<b>MAILING ADDRESS</b> (Address to which tax documents will be mailed)	<b>Check here if this is an agency address</b>		
	<b>Street Address</b>		
	<b>Street Address Continuation</b>		
	<b>City</b>	<b>State</b>	<b>ZIP Code + 4</b>

<b>TAX YEAR (S) REQUESTED</b>	<b>Enter the year(s) of your request (YYYY):</b>					
	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
	<b>W-2</b>			<b>1127 Statement</b>		

<b>PARTY AUTHORIZING RELEASE OF RECORDS</b>	<b>Employee Signature</b>	<b>Other Authorized Person</b>
	<b>Signature</b>	<b>Name of Other Authorized Person</b>
		<b>Relationship to Employee</b>

If this form is signed by someone other than the employee please provide proof you are authorized to make this request (i.e., a valid power of attorney).

# NEW YORK NOTARY ACKNOWLEDGMENT

State of New York

County of

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) ss:)

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public State of New York

My Commission Expires:

## FOR FISA-OPA USE ONLY

Request for copies received by:

**Name**  
(Please Print)

**Items Mailed**

**Signature**

**Date**

**Date**

**Initials**