

Marquette University Duplicate Form W2

Please download and save this PDF file to your device before completing. Once complete email to: payroll@marquette.edu

Part One Employee Information

Faculty BWH Staff Student Grad Student Former Employee

Are you a current employee? If so, go to <https://myjob.mu.edu> to access and reprint your W-2.

Please reissue a WAGE & TAX STATEMENT (Form W-2) for the following employee, for the _____ tax year.

EMPLOYEE NAME:

ID #: _____ SOCIAL SECURITY NUMBER: XXX - XX - _____

Please check whether you would like your duplicate W-2 to be mailed or if you will pick it up.

MAIL EMPLOYEE CURRENT MAILING ADDRESS:

Street Address:

City:

State:

Zip Code:

PICK UP Phone Number:

*Because our W-2s have full SSNs on them they cannot be emailed.

Part Two Reason for Reissue

Never Received Destroyed Sent to Different Address Social Security Number Incorrect

Other:

Part Three Authorized Signature

- W2 reprints: After February 10th to 14 business days for initial delivery
- Important: Tax statements for the previous are available in MyJob Self Service. If you have access to MyJob, you can print duplicate tax statements by viewing the Tax Statements tab in the Payroll Information module. W2s display full Social Security numbers are printed on our W2s so we cannot email them.
- Only complete the form below if you cannot access the tax statement you need in MyJob Self Service.

Please allow 5 business days for processing after Duplicate Request is submitted. **Without a signature and a phone number we cannot process your request.**

Signature of W-2 Recipient:

Date:

Phone number of employee in case of questions on this request:

For Payroll Use Only

Received by:

Date

Reprint Mailed

Picked Up