

# Marquette University Duplicate Form W2

Please download and save this PDF file to your device before completing. Once complete email to: [payroll@marquette.edu](mailto: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 10<sup>th</sup> 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.

Due to the Payroll Office's COVID office hours, I understand that the duplicate Form W-2s will be processed every Wednesday beginning February 13th thru the end of tax filing season. **Without a signature or 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