



Office of the Controller - Payroll
Administration Bldg. Room 138
Ph. (561) 297-6401
Fax (561) 297-1062
http://www.fau.edu/controller/payroll/

REQUEST FOR DUPLICATE W-2

There is a \$10 charge to issue a replacement or duplicate W-2 form. The Controllers Office accepts only Checks or Money orders made payable to Florida Atlantic University. Payment must accompany the request. If you have consented to receive your W-2 electronically, you may log into MyFAU (https://myfau.fau.edu/cp/home/displaylogin\_and\_print\_a\_W-2) and print the W-2 from employee self service at no charge.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

As per IRS Publication 15 and Florida State Statute 119.071(5)(a)2., (5)(a)3., (5)(a)2., (5)(a)4., and (5)(a)9 your social security number is being requested to search and verify against IRS records.

Phone # (\_\_\_\_\_) \_\_\_\_\_

Tax Year(s) Requested \_\_\_\_\_

\*\*Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Instructions: Please bring or mail this form with payment to Payroll:

Florida Atlantic University
Administration Building Room 138
Controller's Office - Payroll
777 Glades Road
Boca Raton, FL 33431
Fax (561) 297-1062

\*Attach copy of photo identification.

Signature \_\_\_\_\_

\*Requests will not be honored without copy of photo ID and payment attached.
\*\*All re-issued W-2 forms must be picked up in person.
Requests for Duplicate W-2 statements may take approximately 2-3 weeks.
Payroll will call when W-2 form is ready to be picked up.