

**Reissue Request for a Wage and Tax Statement (Form W-2)**  
**Request for CURRENT year duplicate W-2 will not be processed until February 12, 2018**

Please reissue a WAGE AND TAX STATEMENT (Form W-2) for the tax year ending \_\_\_\_\_

Internal Revenue Service regulations require us to reissue replacement Form W-2 for the three preceding tax years only. Form W-2 for previous years can be requested from the IRS at 800-829-1040.

Form W-2 is requested for the following reasons:

Never Received

Misplaced or destroyed

Other (Explain) \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID NO. or SOCIAL SECURITY NUMBER \_\_\_\_\_

STORE STREET ADDRESS OR STORE # YOU LAST WORKED \_\_\_\_\_

CURRENT MAILING ADDRESS: *(If you are a current employee and this is a permanent address change, please notify payroll)*

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_

As the Form W-2 is a confidential, legal document, we are not permitted to fax a W-2 to the employee.

A replacement will be mailed within twenty-four hours of receipt of this request.

Mail to the above address

Pick up at our office location only

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Please send your request: e-mail to [office@bkiinc.com](mailto:office@bkiinc.com)  
Mail to PO Box 3615, Corona, CA 92878  
Fax to 951-272-9644

---

**FOR PAYROLL SERVICES USE ONLY:**

Date request received \_\_\_\_\_

Date W-2 form mailed \_\_\_\_\_

Processed by \_\_\_\_\_

Date Duplicate W-2 mailed \_\_\_\_\_