



FORM W-2 (Wage & Tax Statement) Reissue Request

Please provide all requested information and return the completed, signed form to your local payroll office, or mail/fax to:

Kentucky State University
ATTN: Payroll
400 East Main St. ASB 428
Frankfort, KY 40601
Fax: 502-597-6450

All W-2 Reissue requests will be processed by Kentucky State University Payroll Staff. Please allow up to three business days for form processing. Requests for most recent year tax forms will not be processed prior to February 8.

Part 1: Employee/Former Employee Information

Employee ID _____ Last Four Digits of SSN _____

Employee Name _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

- Active employees, seeking to make a change to their current contact information, please use employee self-service: <https://workforcenow.adp.com/workforcenow/login.html>
- W-2 forms contain confidential, personal information. Due to security reasons, reissued W-2's cannot be transmitted via fax or e-mail. All forms will be mailed to the address listed above.

Part 2: W-2 Information

Tax year to be reissued: _____

Reason for Reissue (check one): Lost _ _ Destroyed _ _ Never Received

Other (please specify) _

Part 3: Authorized Signature

Please reissue IRS Form W-2, Wage and Tax Statement for the single tax year requested. I certify I am the individual listed above. I acknowledge KYSU is not responsible for reprint requests that are lost, incomplete, misdirected, stolen, mutilated, illegible, postage due, or any combination thereof.

Signature

Date

OR PAYROLL DEPARTMENT USE ONLY:

Date Received

Processed By

Date Processed