

**FORM W-2 DUPLICATE REQUEST PROCEDURES
(PROCESS BEGINS FEBRUARY 15, 2008)**

In order to request a duplicate W-2 for any tax year, please complete the **SIUC Employee Information Request** form and return it to the Payroll office or fax to 618-453-3453. Please fill out the Information Request form accurately and completely. Duplicate requests will be processed on Tuesday and Thursday. The duplicate W-2 will be mailed to the address listed on the form on the subsequent Wednesday and Friday. If you request to pick up the duplicate W-2, you may do so after 10:00 a.m., with proper identification on Wednesday and Friday. If you receive your original W-2 before you receive the requested duplicate, please notify us immediately.

NOTE: If your address is incorrect, you must also complete a **Change of Address form, as we cannot change an address from an SIUC Employee Information Request form.**