Chesapeake Public Schools

REQUEST FOR REISSUE OF W-2

INSTRUCTIONS:

1. All information must be completed, including the address, and **the form must be signed. Incomplete forms will not be processed and will be returned.** Forms may be faxed or mailed.
2. Fax completed form to (757) 547-0929 or mail completed form to the Accounting Department, P.O. Box 16496, Chesapeake, VA 23328.
3. W-2's will be reissued for the most recent tax year and up to 4 years prior to the current tax year. To obtain a W-2 reissue for any year prior to this period, complete Internal Revenue Service (IRS) form 4506 and mail it directly to the IRS per the instructions on the form. The IRS form is available by calling 1-800-829-3676 or at http://www.irs.gov/formspubs/index.html.
4. **If someone other than yourself will be picking up your W-2 reissue, that individual must bring written authorization from you. Valid photo identification must be provided for anyone picking up W-2's.**
5. Call the Accounting Department at (757) 547-0465 for more information.

Please print or type

Requesting W-2 for Tax Year(s):	Employee ID Number
Employee Name (Please Print-First, MI, Last)	Employee Social Security Number
Street	Apt. #
City	State / Zip Code
Home/Cell Phone No.	Work Phone No.

Please check one:

☐ Please mail the W-2 to my address above.

☐ I will pick up the W-2 from the Accounting Department. **An Accounting Department representative will call when the W-2 is ready for pick up.**

Signature of Employee _____ Date_____

Please allow up to 5 business days after the request has been received for the W-2 to be reissued. Also allow additional days if mailing of the W-2 has been requested.