



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
PAYROLL ADMINISTRATION**

**Request for Duplicate W-2 Form**

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Document(s) Requested

2013 W2

Requests received before noon on Thursday will be available for pick-up on Friday, the following week. W-2s not picked-up will be put in the U.S. Mail on the following Monday.

Prior Year W-2

Year(s): \_\_\_\_\_

Note: Generation of W-2's will only go back to 2005 and will require an additional 10-14 days for processing and distribution.

Mailing Instruction

All duplicate requests for W-2's not picked-up will be mailed to the home address on file. Please complete below for address changes.

Home Address \_\_\_\_\_

City, ST ZIP \_\_\_\_\_

Address Change (your address on record will be updated)

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please fax completed form to 866-761-7413***



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
PAYROLL ADMINISTRATION**

W-2 Inquiry Form

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Box number  
in question  
(please check)

	box 1	Wages, tips, other compensation
	box 2	Federal income tax withheld
	box 5	Medicare wages and tips
	box 6	Medicare tax withheld
	box 16	State wages, tips, etc.
	box 17	State income tax

Reason for inquiry \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Instruction All W-2's, if applicable, will be mailed to the home address or the updated address if provided below.

Home Address \_\_\_\_\_  
City, ST ZIP \_\_\_\_\_

Address Change (your address on record will be updated)

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please fax completed form to 866-761-7413**