



## Payroll Office

### REQUEST FOR DUPLICATE FORM W-2

\*\* For fastest service, submit online. \*\*

**Students:** [www.princeton.edu/SCORE](http://www.princeton.edu/SCORE)

**Staff:** [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice)

Requests received by 5pm Tuesday will be mailed on Friday of each week.  
Please complete the information below and mail or fax form to:

Princeton University Payroll Office  
5 New South Building  
payroll@princeton.edu  
Fax: 609-258-1938

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax Year(s) Requested: \_\_\_\_\_

#### Reason for Replacement:

- Never Received
- Lost
- Damaged
- Other: \_\_\_\_\_

#### Please send the above information to:

- Campus Mail
- Home Address

Signature: \_\_\_\_\_