

W-2 Processing Request Form

MAIL TO: Delaware PHRST
802 Silver Lake Blvd
Suite 200
Dover, DE 19904
SLC – D620

Date of Request: _____

There is a **\$5.00** administrative fee **for each tax year**. Beginning Tax Year 2013, separate W-2's were issued for Election Poll Worker payments. If requesting an Election Poll Worker W-2, there is a separate \$5.00 fee **for each tax year**. You may combine the fees and submit a single check for the total amount due. Checks should be made payable to the **State of Delaware**.

Reminder: Active employees must access W-2's for Tax Years 2013 and greater on-line through Employee Self-Service and **requests for duplicates will not be accepted**. Election Poll Worker W-2's are not available on-line.

Please reissue my employee Form W-2 for tax year(s): _____

Please reissue my Election Poll Worker Form W-2 for tax year(s): _____

EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Email Address:

Social Security Number:

ADDRESS MUST BE THE CURRENT EMPLOYEE ADDRESS IN PHRST

Street Address:

City:

State:

Zip Code:

Work Phone:

Home Phone:

EMPLOYER INFORMATION

Organization Name:

Department ID:

Building Name:

Street Address:

City:

State:

Zip Code:

SLC:

Phone:

Organization Representative:

The W-2 is requested for the following reason (Check One):

____ Never Received ____ Misplaced or Destroyed

____ No longer available to the Employee through Employee Self-Service (tax years 2013 and greater)

SIGNATURE OF EMPLOYEE: _____

----- FOR PHRST USE ONLY -----

PAYMENT: CHECK MONEY ORDER CASH

Duplication Re-mailed Original Date: _____

Comments: _____