



Ensure that the most current form is submitted. Refer to EMACS Forms/Procedures website.

W-2 RECEIPT FOR RELEASE OF RETURNED W-2

Must print in Black or Blue ink ONLY

I request release of my W-2 form, which has been returned to Central Payroll due to an undeliverable address.

Employee ID	Last Name, First Name		
Home Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip

Note: Address will be updated as needed based upon the above information

Check one of the following:

Employee pick up*

Send to the mailing address above

* If W-2 is not picked up from Central Payroll within two weeks of notification, it will be mailed to the employee's mailing address

Employee Signature	Telephone ** ()	Date
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****Please note: The telephone number provided must accept blocked calls**

Department Payroll Specialist Information

If the Employee would like to have their W-2 mailed to them:

- ◆ Ensure the all fields are complete.
- ◆ Fax this form to Central Payroll at (909) 890-4217 by no later than April 15th of the current calendar year.
- ◆ Beginning April 16th of the current calendar year, you will need to use the W-2 Request for Duplicate form.

Office Use Only

Complete if W-2 is mailed to employee

Address Updated (Initials)	Date	Reviewed By (Initials)	Date	W-2 Mailed By (Initials)	Date
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Complete if W-2 is picked up by employee

How was employee notified?	<input type="checkbox"/> Spoke to employee <input type="checkbox"/> Left a message	Date
W-2 Released By (Initials)	Employee Signature (required if W-2 is being picked-up)	Date

DISTRIBUTION: Original – Central Payroll (0032)