



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

County of San Bernardino W-2 REQUEST FOR DUPLICATE

The W-2 Request for Duplicate is to be used to request a duplicate copy of an employee's W-2 form.

FORMS REQUIRED

MANDATORY FIELDS

[W-2](#) Request for Duplicate

All

General Information

Each year employees will receive a letter verifying their mailing address on the EMACS system is correct. Payroll clerks should ensure employees submit this notification in a timely manner.

Each calendar year W-2's are mailed by EMACS-Payroll on or before January 31st. Payroll clerks should not call to inquire about W-2 release prior to this date. Employees cannot pick up their W-2 from EMACS-Payroll prior to the mass mailing.

Beginning with the W-2 for 2010, employees may access and print a copy of their W-2 from EMACS self-service.

An employee may request a duplicate W-2 if it was not received in the mail by February 15th or if it has been lost or destroyed.

Tax Year(s)	Fee per Duplicate
Most recent tax year (Feb. 15th to April 15th)	\$0.0
1999 to most recent tax year	\$13.00
Prior to 1999	\$15.00

The W-2 duplicate(s) will not be released or mailed until a payment is received, as applicable. Payments must be sent to EMACS-Payroll. Payment may be made by check or money order, payable to the Auditor-Controller/Treasurer/Tax Collector. Payments made in cash **must** be in exact change. Under no circumstances should a cash payment be sent to EMACS-Payroll via interoffice mail.

Note: Processing time is dependent upon volume of the request(s). Requests will be processed within 7-10 business days of receipt.

PAYROLL CLERK RESPONSIBILITIES

- Verify the most current form has been submitted
- Audit for completeness
- Update home/ mailing address on the Personal Data panel, if applicable
- Ensure check or money order payment is attached to Request, as applicable
- Retain copy for department file
- Forward original form and/or payment to EMACS-Payroll

RELATED FORMS/PROCEDURES

Tax Withholding