

**W-2 Duplicate Request and Information Correction Form**

Please Check One: <input type="checkbox"/> Duplicate		<input type="checkbox"/> Correction	
PAYROLL BANK _____			
TAX YEAR: <input type="checkbox"/> 2008		<input type="checkbox"/> 2007	
<input type="checkbox"/> 2006		<input type="checkbox"/> 2005	
SS#:	Last Name:	First Name:	
Address:			
Apt:			
City:	State:	Zip:	Work Phone #:
Briefly describe error: (Required if correction box is selected)			

\_\_\_\_\_  
Employee Signature

**Please complete the form and fax to the W-2 Unit at 718-935-3262.**

For W-2 requests for **1991 through 2004** logon to:  
[http://nyc.gov/html/opa/downloads/pdf/w-2duplicate\\_editable.pdf](http://nyc.gov/html/opa/downloads/pdf/w-2duplicate_editable.pdf) → This request must be submitted to the New York City Office of Payroll Administration.

For 1990 and earlier, please complete the archived W-2 Request form:  
<http://schools.nyc.gov/NR/ronlyres/383E6E83-ECC7-40F2-82CA-CBE38A7AEC87/0/08W2DataRequestFormRecordsResearch.doc> → This request must be submitted to the Office of Employment Records Research.

**NOTE:**

- Please verify your address. Address corrections must be sent to HR Connect at (718) 935-4000.
- W-2 duplicates will be mailed to the address indicated in the Employee Information System (EIS), as of the printing of the duplicate request or corrected W-2.
- Processing of request for W-2 duplicates and correction depends on the activation of the NYC W-2 System.