

## REQUEST FOR W-2 REPRINT

<b>Employee's Legal Name</b>	
<b>Employee ID Number</b>	
<b>Employee Date of Birth and last 4 digits of SSN</b>	
<b>W-2 Year (s) Requested</b>	

### DELIVERY OF W-2

Check One	Delivery Option	Employee Supplied Address
	Employee to pick-up W-2 at Finance Dept.	
	Finance to Mail W-2 to Home Address:	<hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/>

I understand that there will be an administrative charge of \$5.00 for each W-2 reprint.

Select one:

\_\_\_\_\_ Five (5) dollars is enclosed with this form for payment. **\*\*Exact change only, the Finance Department will not be able to make change.\*\***

\_\_\_\_\_ A personal check in the amount of Five (5) dollars made payable to **"Cobb County – Finance Department"** is attached to this form for payment.

**Employee Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**FORWARD COMPLETED FORM TO: FINANCE DEPARTMENT / PAYROLL DIVISION**

For Payroll Use Only:    Date W-2 distributed \_\_\_\_\_