



Office of the Controller  
PAYROLL  
Administration Bldg. Room 148  
Ph. (561) 297-6401  
Fax (561) 297-1062  
<http://www.fau.edu/controller/payroll/>

**REQUEST FOR DUPLICATE W-2**

**Effective February 1, 2009 there will be a \$10 charge for a request to issue a replacement or duplicate form W-2. We can only accept Checks or Money Orders made payable to "Florida Atlantic University". Payment must accompany the request. You may log into MYFAU (<https://myfau.fau.edu/cp/home/displaylogin>) and print the W-2 from employee self service at no charge.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

*As per IRS Publication 15 and Florida State Statute 119.071(5)(a)2., (5)(a)3., (5)(a)2., (5)(a)4., and (5)(a)9 your social security number is being requested to search and verify against IRS records.*

Phone # (\_\_\_\_\_) \_\_\_\_\_

Tax Year(s) Requested \_\_\_\_\_

\*\*Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructions: **Please bring or mail this form with payment to Payroll:**  
Florida Atlantic University  
Administration Building Room 148  
Controller's office/ Payroll  
777 Glades Road  
Boca Raton, FL 33431  
Facsimile (561) 297-1062

\*Attach copy of photo identification.

Signature \_\_\_\_\_

**\*Requests will not be honored without copy of photo ID and payment attached.  
\*\*All re-issued W-2 forms must be picked up in person.  
Requests for Duplicate W-2 statements may take approximately 2-3 weeks.  
Payroll will call when W-2 form is ready to be picked up.**