



W-2 Duplicate Request

Fax: (212) 857-7276

Mail: FISA-OPA

W-2 Adjustment Unit

450 West 33rd Street, 4th Floor

New York, NY 10001-2633

EMPLOYEE SECTION

EMPLOYEE IDENTIFICATION	First	M.I.	Last			
	Social Security Number					
MAILING ADDRESS (Address to which tax documents will be mailed)	Check here if this is an agency address					
	Agency Name (For Request From Agency)					
	Street Address					
	Street Address Continuation					
	City	State	ZIP Code			
TAX YEAR (S) REQUESTED	Enter the year(s) of your request (YYYY):					
	Year	Year	Year	Year	Year	Year
PARTY AUTHORIZING RELEASE OF RECORDS	Employee	Agency	Other Authorized Person			
	Daytime Telephone		Name of Other Authorized Person			
	Email Address		Relationship to Employee			
	Signature					

If this form is signed by agency or other authorized person, please provide proof you are authorized to make this request (e.g., a valid power of attorney, a notarized statement from the employee, letters of administration from an estate administrator or letters testamentary from an executor or guardian).

NOTARY ACKNOWLEDGMENT

Signature

This Form Must be Acknowledged Before a Notary Public or Commissioner of Deeds.

State of _____)

)**ss.:**

County of _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument and acknowledged that the statements contained therein are true.

If you have an official seal, affix it here:

Signature of Notary Public or
Commissioner of Deeds

My Commission Expires:

FOR FISA-OPA USE ONLY

Prepared By:

Signature:

Date:

Reviewed By:

Signature:

Date:

Items Mailed:

Initials:

Date: