

W-2 Processing Request Form

MAIL TO: Delaware PHRST
802 Silver Lake Blvd
Suite 200
Dover, DE 19904
SLC – D620

Date of Request: _____

If requesting duplicate W-2's for multiple tax years, please complete a separate form for each tax year. There will be a **\$5.00** administrative fee **for each tax year**. Beginning in calendar year 2013, separate W-2's were issued for Election Poll Worker payments. If requesting an Election Poll Worker W-2, there is a separate \$5.00 fee for each tax year. You may combine the fees and submit a single check for the total amount due. Checks should be made payable to the **State of Delaware**.

Reminder: Active employees can access W-2's for Tax Years 2013 and greater on-line through Employee Self-Service. Election Poll Worker W-2's are not available on-line.

Please reissue my employee Form W-2 for tax year:

Please reissue my Election Poll Worker Form W-2 for tax year:

EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Social Security Number

If W-2 IS TO BE MAILED ADDRESS MUST BE THE CURRENT EMPLOYEE ADDRESS IN PHRST

Street Address:

City:

State:

Zip Code:

Work Phone:

Home Phone:

EMPLOYER INFORMATION

Organization Name: Del State University | Department ID: 9003

Building Name: Human Resources, Administration Building 2nd Floor

Street Address: 1200 N. DuPont Highway

City: Dover

State: DE

Zip Code: 19901

SLC: D160

Phone: 302-857-6261

Organization Representative:

The W-2 is requested for the following reason (Check One):

Never Received Misplaced or Destroyed

No longer available through Employee Self-Service (tax years 2013 and greater)

SIGNATURE OF EMPLOYEE:

----- FOR PHRST USE ONLY -----

PAYMENT: CHECK MONEY ORDER CASH

Duplication Release of Original Employee Pick Up Date:

Comments: