


Requesting Duplicate W-2 Forms

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Payroll and Compensation Home](#)** to go to the **Payroll and Compensation Home** page.
 - **NOTE:** You can also select **Self Service, Employee, Home, [Payroll and Compensation Home](#)**. The **Payroll and Compensation Home** page displays.
2. Click on **[W-2 Reissue Request](#)** in the **Taxes** section. The **W-2 Reissue Request** page displays.
 - **NOTE:** You can also select **Self Service, Employee, Tasks, [W-2 Reissue Request](#)**.

The screenshot shows the 'W-2 Reissue Request' form. At the top, it says 'Sample Employee' and 'Social Security #: [View details](#)'. Below this are three sections: 'Home Address' with '1234 Self Service Lane, Anywhere GA 30999'; 'Mailing Address' with '1234 Self Service Ave, Anywhere GA 30999'; and 'W-2 Reissue Request' with a '*W2 Request for year:' field set to '2005' and a 'Select where you want your W-2 delivered:' dropdown menu set to 'Mailing Address'. A 'Submit' button is at the bottom.

3. Review your current **Home Address** and **Mailing Address** information.
4. Enter the **calendar year (YYYY)** in the **W2 Request for year** field.
5. **Select where you want your W-2 delivered** from the drop-down list.
6. Click on [Submit](#). The Submit Confirmation page displays.
7. Verify  The Submit was successful. appears.
8. Click on [OK](#). This brings you back to the **W-2 Reissue Request** page.