



# W-2 Form Reissue Request

East Carolina University  
Payroll Office, Financial Services, Mailstop 226, 120 Reade Street  
Greenville, NC 27858-4353

**ALL INFORMATION MUST BE COMPLETED LEGIBLY BEFORE A W-2 CAN BE REISSUED.**  
The Payroll Department will process W-2 reissue requests beginning February 13, 2023.

EMPLOYEE NAME	
---------------	--

*Print full name as it appears on your Social Security Card.*

BANNER ID		DATE OF BIRTH		LAST 4 OF SSN	
-----------	--	---------------	--	---------------	--

Use the address below to process this W-2 request only

Use the address below to process this W-2 request AND update my permanent (mailing) address in BANNER.

ADDRESS					
CITY		STATE		ZIP	
HOME PHONE		CELL PHONE		EMAIL	

W-2 IS BEING REQUESTED FOR THE YEAR OF (Check all that apply):

2016     2017     2018     2019     2020     2021     2022

I, the undersigned, authorize East Carolina University to mail the W-2(s) requested to the above address.

Notify me for pickup. (Picture ID will be required a time of pickup.)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Legal action may be taken against any person requesting this information who is not the above signatory.*

*Original or duplicate W-2 forms will be sent via US mail.*

*University policy prohibits faxing or emailing W-2 forms for confidentiality reasons.*

Request submitted to Payroll via the USPS (mail) must be notarized.

Place Notary Seal Here

In the County of \_\_\_\_\_, State of \_\_\_\_\_,

on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary

Public personally appeared \_\_\_\_\_,  
personally known to me, proved to me through documentary evidence, or identified  
by a creditable witness to be the person named in the foregoing, and executed the  
same.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

**FOR PAYROLL DEPARTMENT USE ONLY:**

Date request received: \_\_\_\_\_

Original W-2 remailed: \_\_\_\_\_

Processed by: \_\_\_\_\_

Duplicate W-2 mailed: \_\_\_\_\_