

REQUEST FOR REPLACEMENT FORM W-2

Mail or Deliver to: City of Birmingham Finance Department
PAYROLL & PENSION ADMINISTRATION
710 North 20th Street, Room 189 City Hall
Birmingham AL 35203

PLEASE PRINT

Name: _____

Employee ID Number: _____ **Dept:** _____

Current Mailing Address: _____

City, State, Zip: _____

Phone: _____ **Alternate Phone:** _____

I hereby request a replacement Wage and Tax Statement (Form W-2) for the following tax year(s):

(Note: You may only obtain a replacement for the current year and the two previous years. For prior years, replacements may be obtained by submitting Form 4506 directly to the IRS.)

I understand that there is a charge of \$5.00 for each replacement Form W-2 that I request / receive.

I request that the form(s) be delivered in the following manner:

Mailed to address above Picked up from Payroll Sent to Payroll Coordinator

Signature of Employee

Date

FOR FINANCE DEPARTMENT USE - to be completed by CENTRAL CASHIER

RECEIPT TO REVENUE CODE 001-000.478-099

Total Paid \$ _____ Received By _____ Receipt No. _____

FOR FINANCE DEPARTMENT USE - to be completed by PAYROLL

Mailed Picked Up Sent Interoffice

Processed by _____ Date _____

