

**Request For W-2 for Tax Year: \_\_\_\_\_**  
**(Note: Enter the Tax Year, for multiple years enter in the Comments section)**



Please return this form to:

Payroll Services  
Browning Building Rm 136  
P O Box 4504 Clarksville, TN  
37044-0001

E-mail: [payroll@apsu.edu](mailto:payroll@apsu.edu)

Employee Name: \_\_\_\_\_

Banner ID: A \_\_\_\_\_

Distribution of Form: (Check One)      Pick up from Payroll      Mail Form

Mail Form To: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Request: (Check One)      Never Received      Lost/Misplaced/Destroyed      Pick UP Original

Signature of Employee: \_\_\_\_\_      Comments: \_\_\_\_\_

If requesting form be mailed please provide copy of picture identification such as driver's license (former employees) or APSU ID card (current employees) along with this request form. If picking up the duplicate Form W-2 in person, please be prepared to show picture ID such as a Driver's License (former employees) or your APSU ID (current employees). Please allow 2 business days to process your request.