



Office of the Treasurer

**LORAIN CITY SCHOOLS**  
Charleston Administration Center  
2350 Pole Avenue, Lorain, OH 44052  
440.830.4026 fax 440.233.2228

## DUPLICATE W-2 REQUEST FORM

I would like to request a copy of my W-2 Form for the following year(s):

- 2015
- 2014
- 2013
- 2012
- Other \_\_\_\_\_  
List year

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

Employee SS# (Last four): \_\_\_\_\_

Contact Phone: (     ) \_\_\_\_\_ Building \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note that duplicate W-2 requests typically take 1 – 2 days. We will contact you when your W-2 is ready to be picked up. Duplicate W-2 forms will need to be picked up at the Treasurer's Office at Charleston Center, Room 8, and the employee must present a valid driver's license at the time of pick-up.**