

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: Duplicate Tax Form Processing
Payroll Section
Division of Finance
Department of Administration

Date: _____

From: Name _____
Title _____
Division _____
Department _____

Phone: _____

Subject: Request for Duplicate Tax Forms - Use a Separate Form for Each Employee

All requests for duplicate W-2's should be made through the Employee Call Center for Payroll Service Centers at 465-3009 or EmployeeCallCenter@alaska.gov and through Department Human Resource offices for depts. 01, 31, 33, 41.

Request duplicate tax forms for the following prior years:

| <u>FORM</u> | <u>TAX YEAR</u> |
|-------------|--|
| W-2 | <input type="checkbox"/> 2016, <input type="checkbox"/> 2015, <input type="checkbox"/> 2014, <input type="checkbox"/> 2013, <input type="checkbox"/> _____ |

| <u>EMPLOYEE'S NAME</u> | <u>SOCIAL SECURITY NUMBER</u> |
|------------------------|-------------------------------|
| _____ | _____ |
| _____ | _____ |

DISTRIBUTION (Check one)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Return hard copy to Call Center / Agency | EMPLOYEE'S MAILING ADDRESS |
| <input type="checkbox"/> Mail hard copy to employee (mailing address must be completed) | _____ |
| <input type="checkbox"/> Email PDF copy to: _____ | _____ |

All requests for duplicate W2s should be referred to the Employee Call Center who will contact the Division of Finance (DOF). DOF will distribute tax forms according to the check box on the request. Check one box only.

Requests for Departments 01, 31, 33 and 41 are returned by email to the department.