



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**REQUEST FOR DUPLICATE FORM W-2 FOR TAX YEAR:** \_\_\_\_\_ / \_\_\_\_\_  
(year) (year)

Please return this form to: Anne Arundel County Public Schools  
Human Resources/Payroll  
2644 Riva Road  
Annapolis, MD 21401  
Fax: (410) 222-5610

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) for the following employee:

Employee Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Work Location: \_\_\_\_\_

Distribution of W-2 (circle one):     Pick-Up From Payroll     Mail

If mail, send W-2 to: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Signature: \_\_\_\_\_

*If picking up the duplicate W-2 in person, please bring in picture ID such as driver’s license or ID badge.*

Allow 5 business days to process your request.

**For HR/Payroll Department Use Only:**

Date request received: \_\_\_\_\_ Date W-2 mailed to employee: \_\_\_\_\_

W-2 picked up by employee: \_\_\_\_\_  
(Employee Signature and Date)