



DEPARTMENT OF FINANCE
PAYROLL & EMPLOYEE BENEFITS DIVISION
141 PRYOR STREET, S.W., SUITE 7001
ATLANTA, GEORGIA 30303
TELEPHONE (404) 612 -7605
Email: payrollunit@fultoncountyga.gov

Duplicate W-2 Request Form

Date: _____

Name _____

Last 4 of SSN:# _____

Department: _____

Email Address: _____

Best contact number(s) _____

Year(s) requested _____

Signature _____ Date _____

Please note: The IRS requires that employers retain tax information for 4 years. Any request beyond 4 years should be made to the IRS at www.irs.gov.

Please allow up to three (3) business days for processing duplicate W2 requests.

Return completed form via email to PayrollUnit@fultoncountyga.gov.