



W-2 Duplicate Request

INSTRUCTIONS: W-2 forms are available in Workday, which can be accessed through [Single Sign On](https://sso.tamus.edu) at <https://sso.tamus.edu>. This option is available to you no matter which delivery option you selected upon hire. Sign in using your UIN and password. ***Former employees have access to Workday, even after termination.***

If you are not able to log into SSO and you need to have your password reset, please send an email to payroll@tamu.edu requesting a password reset and include your name, date of birth, the last four digits of your social security number and a current email. If you are not able to access Workday, use this form to request a duplicate W-2 form. Forms may be submitted via mail, email or fax as noted at the bottom of this page. Your request will be processed within 3 business days of receipt of this form and will be delivered to you by the method you choose below. Please make one selection.

Delivery options for your Duplicate W-2 Form:

1. **Pick up** – General Services Complex, 750 Agronomy Road, Suite 3401 – Tax Compliance & Reporting
ID is required to pick forms up in person.
2. **U.S. Mail** – Your duplicate form will be mailed to the address you provide below.
3. **Image Scan via Filex (secure Email)** – Your duplicate form will be emailed via Filex to the email address provided below.
Email is not a secure method of delivery; therefore, we can only send using Filex.
4. **Fax** – Your duplicate form will be faxed to the fax number you provide below.

<i>Name</i>	<i>UIN</i>
<i>Phone Number</i>	<i>Fax Number</i>
<i>Mailing address</i>	
<i>Tax Year Requested</i>	<i>Email Address</i>

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. <https://casetext.com/statute/texas-codes/government-code/title-5-open-government-ethics/subtitle-a-open-government/chapter-559-state-government-privacy-policies>.

 Signature Required

 Date

<p>SUBMIT FORM BY MAIL, EMAIL or FAX TO:</p> <p>Mail: Texas A&M University Tax Compliance & Reporting 6003 TAMU, College Station, TX 77843-6003</p> <p>Email: tax@tamu.edu Fax: (979) 458-3131</p>	<p>SEND QUESTIONS TO :</p> <p style="text-align: center;">tax@tamu.edu</p>
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