

State of Mississippi
Department of Finance and Administration
Request for Hard Copy of W-2

The Request for Hard Copy of W-2 is submitted by fully completing the form, as outlined below. Processed W-2 Requests are sent to the employing Agency. The Agency is responsible for forwarding the W-2 to the employee. A cost can be associated with this request; so please consult with your Payroll or Human Resources Office on cost and/or any additional questions you may have. **Note:** Request for W2 with Corrected SSN must be corrected in SPAHRS prior to submittal.

Allow 30 days from the post-mark of U.S. Mail or Fax for all request to be processed.

Request for Duplicate Copy of W2 or Request for W2 with Corrected SSN

Employee Name: _____

Employee Social Security Number: _____

Employee PID Number (00000 + ACE Six Digit Number): _____

Tax Year(s) Requested: _____

Employee Street Address: _____

Employee City, State and Zip Code: _____

Employee Phone Number (Area Code + Number): _____

Employee E-mail Address: _____

Currently Employed: Yes No SPAHRS Agency Number: _____

SPAHRS Agency Name: _____

Employee Signature: _____

Agency Representative Printed Name & Dept: _____

Agency Representative Signature: _____

Agency Representative Phone Number (Area Code + Number): _____

This form must be delivered to the employee's hiring Agency's Payroll or Human Resources Office. The Agency's Payroll or Human Resources Representative must sign and forward the form to the MS Department of Finance and Administration.

MAIL:
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