



# Human Resources and Payroll

## Request Copy of Duplicate W2

Current and former employees of George Mason University may request duplicate copies of their W2 from Human Resources and Payroll at the cost of \$25.00 per copy. We process requests twice a month, so please allow 2 weeks for delivery.

**Reminder** –an unofficial copy of W2s for 2003 and later may be accessed through PatriotWeb <https://patriotweb.gmu.edu/> IRS approved copies of your 2006 and later W2 may be printed from Patriot Web as well.

### To Request a duplicate copy of your W2:

1. Complete and sign this form.
2. Include a check or money order (no cash please) payable to “George Mason University”
3. Send the completed form with payment to:

**By Mail**

Human Resources/Payroll  
George Mason University  
4400 University Drive, MS 3C3  
Fairfax, VA 22030

**In Person**

Human Resources/Payroll  
George Mason University  
4087 University Drive, 3<sup>rd</sup> Floor  
Fairfax, VA 22030

4. Please mark your request to the attention of “Copy of W2”.

**Year(s) Requested**

\_\_\_\_\_

**Status**

Current employee  Former employee – Date of separation \_\_\_\_\_

**Personal/Employee Information**

Name \_\_\_\_\_ SSN \_\_\_\_\_

Name while employed at GMU (if different): \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**Receipt of information**

Will pick up copies at Human Resource/Payroll Office

Please mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_