

DUPLICATE W-2 REQUEST PROCEDURES

(FOR 2013 W-2 DUPLICATES - PROCESS BEGINS FEBRUARY 17, 2014)

Note: All active employees and employees who retired after September 30, 2012, may access their W2s online through the hrss.siu.edu website. Online training for Human Resource Self-Service is available at:

<http://www.ais.siu.edu/elearning/hrss.htm>

In order to request a duplicate W-2 for any tax year, please complete the **Employee Information Request** form <http://eforms.siu.edu/siuforms/info/pao0102.html> and return it to the Payroll office or fax to 618-453-3453. Please fill out the Information Request form accurately and completely.

Duplicate W-2 requests will be processed as quickly as possible in the order they are received. Due to the large volume of requests, it may take several business days to process. After that time, the duplicate W-2 will be delivered according to your choice as indicated on the Employee Information Request form.

If your address is incorrect, you must also complete a [Change of Address](#) form, as we cannot change your address from an Employee Information Request form.

If you happen to receive your original W-2 before receiving your requested duplicate, please notify Human Resources - Payroll immediately at (618) 453-3392.