

# W2 Request Form

<b>TAX YEAR REQUESTED</b>	Branch/Location in which you were registered (I.E.–Las Vegas/NV)		
Name (Last, First, Middle Initial)		Social Security Number - -	
Street Address (Street Address, Apt#)		Home Telephone ( ) -	
City	State	Zip Code	Work Telephone ( ) - Ext.
<p>PLEASE NOTE: It takes approximately 7-10 business days before your request will be processed. You will be notified if we are unable to accommodate your request for any reason. Please refrain from calling, as this will only slow down the process.</p>			
<p>I HEREBY AUTHORIZE _____ TO RELEASE A COPY OF MY W-2 FORM TO THE MAILING ADDRESS INDICATED ABOVE.</p>			
<b>Signature</b>		Date	

Please leave your completed form with the nearest office or mail directly to:

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P.O. Box 29048  
Glendale, CA. 91209-9048  
Attn: W2 Request Department

CORPORATE USE ONLY	
Request Received	
Action Taken	
W2 Mailed	
W2 Not Found for year requested	
W2C Needed	
Processed by	
Date Processed	