



**TEXAS WOMAN'S**  
UNIVERSITY™

Office Of Human Resources



*Pioneering the Power of People*

Request for W-2 Reprint

**Instructions:**

To obtain a copy of your W-2, please complete, sign and submit this form to [slewis18@twu.edu](mailto:slewis18@twu.edu) .

All information listed on this document is required. **PLEASE PRINT LEGIBLY**

Date of Request:	Tax Year:
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Legal Name	Last	First	Middle	TWU ID
Phone:	Email:		Last Four Digits of SSN XXX-XX-	
Mailing Address	Street	Apt.	City	State      Zip Code

Reason for Request:	
Delivery Method	Pick up at the TWU Office of Human Resources ➤ <b>1201 Oakland St. Denton, TX 76201</b> (Parking Garage 2 <sup>nd</sup> floor)
	Email (Note: Social Security Number will be redacted)
	Mail to Mailing Address listed above

Signature:	Date:
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For Payroll Use Only
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