

# BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PAYROLL  
1940-G GREENSPRING DR  
TIMONIUM MD 21093-4148  
PHONE: (410) 887-4240 FAX: (410) 887-7610

Employees may obtain a copy of their 2010 and 2011 W-2  
online from Employee Self-Service. Visit intranet.bcps.org

## REQUEST FOR DUPLICATE W-2

(PLEASE CIRCLE YEAR)

Tax Year Available:     **2009**           **2010(\*)**           **2011(\*)**  
(for prior years, contact the IRS directly and ask for Form 4506)

**EMPLOYEE NAME:** (PLEASE PRINT) \_\_\_\_\_

**EMPLOYEE ID/SS#** \_\_\_\_\_

**MAIL TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The duplicate FORM W-2 is requested for the following reason:

Finance/Refinance	_____	Misplaced	_____
Name or SS# is incorrect	_____	Destroyed	_____
Never received	_____		

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*For Office of Payroll Use only:*

*Date request rec'd:* \_\_\_\_\_

*Original W-2 remailed:* \_\_\_\_\_

*Processed by:* \_\_\_\_\_

*Duplicate W-2 reissued:* \_\_\_\_\_