

# W-2 REPRINT REQUEST FORM

## REPRINT REQUEST INSTRUCTIONS

To request a W-2 reprint:

1. **Save this form to your computer, then open and fill it in, or print the form and fill it in manually.**
2. **If saved to your computer, print the form once it has been filled in with your information by using the Print command under the "File" drop-down menu on the PDF toolbar.**
3. **Sign the form and fax or mail it to The Team Companies: Fax number: 818.441.0048**

Mailing address: The TEAM Companies - W-2 Reprint Request  
901 W. Alameda Ave., Suite 100, Burbank, CA 91506-2801

**Please note: All fields marked with an asterisk (\*) must be filled in, and the form must be signed.**

- Since many names are the same, you must include your complete Social Security Number (SSN).
- If you have moved in the last year, make sure to include your current address.
- If you would like your W-2 sent to your Accountant, Business Manager or Agent, be sure to include their mailing information.

\*Date of Request mm/dd/yy  \*W-2 Year:  \*Your SSN (SSN Only - W2s issued by SSN only - not by Fed ID #.)

\*First Name:  Middle Name (if any):

\*Last Name:  \*Phone Number:

### YOUR ADDRESS:

Check here if you have moved in the last year and this is a new address.

\*Street Address:  Suite or Apt:

\*City:  \*State:  \*Zip Code:

Country if other than US:

Send my W-2 to me via:  Fax - My fax number:   My address above  My Representative below

Email - email address:

If you would like your W-2 sent to your Accountant, Business Manager or Agent, please fill in their mailing information below and check the check box below the address to authorize sending your W-2 to your representative.

Company:  Attn:

Street Address:  Suite:

City:  State:  Zip Code:

Fax:  email address:

Country if other than US:

I hereby request that my W-2 be sent to my representative at the address indicated above.

Under penalty of perjury, I certify that I am the taxpayer to whom the requested W-2 is to be issued and I am requesting the change of address or duplicate W-2, or that my W-2 be sent to my representative as authorized by law.

Signature *Form **MUST** be signed. W-2 Reprint cannot be issued without your signature.*

Date